

# Lucy Elementary School



## STUDENT HANDBOOK 2022-2023

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\*\*Changes to district policy and procedures may occur after the publication of this handbook.

Shelby County Schools offers employment opportunities without regard to race,  
color, national origin, religion, sex, or disability.

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*Lucy Eagles are S.O.A.R.ing to new heights in excellence!*

WELCOME TO LUCY ELEMENTARY

As the principal of Lucy Elementary School, I am honored and humbled to serve all of its employees--parents, teachers, students, and community members. I am proud to serve alongside a staff that not only believes that all children can learn, but is also dedicated to providing the highest quality education possible every day. Lucy Elementary School encourages all students to be leaders that demonstrate Eagle Excellence and strive to reach their full potential.

The faculty and staff of Lucy Elementary School are dedicated to providing a high-quality education in a safe, positive, and nurturing environment. Together, we will ensure all students master state-mandated standards, read with comprehension, write with clarity, and compute with accuracy, while developing reasoning and problem-solving skills for college and career readiness.

Lucy Elementary School believes that by working with parents, community members, and school adopters, we will successfully prepare our children not only for middle school but also provide them with the building blocks for life both socially and academically. If I can be of assistance to you, please feel free to contact me at 901-416-2610.

Sincerely,  
Mrs. A. Edwards - Principal

VISION STATEMENT

*Lucy Elementary School will be seen by ALL as an educational oasis ensuring ALL Scholars' academic, social, emotional, and behavioral needs are met by a compassionate educational staff providing daily, high-quality learning experiences that provide a strong foundation for success in middle school, high school, and beyond.*

Our Core Beliefs:

- All students deserve a high-quality education.
- All students can achieve at a high level.
- Students rise to the level of expectation when challenged and supported appropriately.
- Students learn best when they are authentically engaged in their own learning
- We must continuously improve our effectiveness as teachers and leaders in order to improve student success.
- We must make every minute with our students count with purposeful work and effective instruction.
- Strong partnerships and involvement among the school, home, and community agencies facilitate higher levels of student achievement.

## ARRIVALS AND DEPARTURES

School hours are 9:15 AM - 4:15 PM. Students should arrive between 9:00 - 9:15. Our doors will open at 9:00 am daily. All students will eat breakfast in their classrooms.

Afternoon pickup is organized to ensure safety and efficiency. Students may not be checked out after 3:30 pm (30 minutes) before we begin dismissal as this is a very busy time. Car riders should be picked up on time.

## TRANSPORTATION

**Bus Riders:** Specific bus information can be found on the district's website. Riding the bus is a privilege that must be honored by students and their parents. Students can only ride the bus that is assigned to them based on their address. Video cameras will be used to monitor student behavior. Students will be held accountable for bus behavior in accordance with MSCS policy.

**Car Riders:** Car riders will receive a number to be placed in the vehicle for pickup. Students will be lined up for dismissal by the position of their parent in the Car Rider Line. If you do not have your car number, you will have to come in the office to show your ID before your child will be released. Afternoon car riders will be dismissed and escorted to the Car Rider Line by staff members. \*If your child normally rides the bus, you must send a note if you plan to pick up your child by car.

Student check-out can be done up to 30 minutes prior to dismissal (3:30 p.m.). If you must pick up your child prior to dismissal, please do so at least 30 minutes prior to dismissal time. Bring your ID to the office and office staff will call your child to the office for check out.

If someone other than designated adults will be picking up your child, please complete the following:

- 1) write a note to the office indicating who will be picking up your child;
- 2) have that individual come to the car rider line and wait for dismissal; or have them come prior to 3:30;
- 3) that person must show a picture ID if they do not have your car number.

## ATTENDANCE

School attendance is an important factor in education and is encouraged as an essential part of our educational program. We monitor attendance using a computerized attendance program and excessive absences will be reported as truancy. Our efforts to monitor attendance include the following guidelines:

\* A student is considered tardy if he/she arrives after the school start time 9:30 AM or is late to class without teacher permission. If a student arrives late, an adult must escort the child into the office and sign in. An admit slip will be issued by office staff before the student can go to class.

\* A note explaining absence, tardiness, or early dismissal is required within 2 days. The note should include the date(s) of the absence, the child's name, the parent's signature, and the reason for the absence, tardiness, or early dismissal.

\* Please refer to the Memphis-Shelby County Student Handbook for reasons that are acceptable as excused absences. Make-up work is done at the teacher's discretion. To minimize interruptions to the instructional program, make-up work can be provided in advance when the child will be out 2 or more days. Parents requesting assignments in advance will need to contact the teacher. Work can only be picked up when arrangements are made with the teacher, not office personnel.

\* An excellent way to get school assignments is to have your child establish a "study buddy" to contact in case of absence. This "study buddy" would be responsible for getting the assignments to your child if any absence occurs.

\* Because of safety and legal issues, the only person(s) who can check your child out of school is the parent, and any individual(s) YOU identify on the enrollment data form. Please do not compromise the effectiveness of our program by asking for permission over the phone. We will request identification from anyone that is to check out a student. Please do not be offended. This is a part of our continuing commitment to the safety of our children.

\* Every grading period, Lucy Elementary School recognizes the students who have achieved perfect attendance. Perfect attendance means that the student has been at school every day, all day. Any tardies or early check-outs will affect perfect attendance status.

**Early Dismissal:** When severe weather conditions require a change in our schedule, we have a plan in place for each child that ensures their safety. Having a plan will also help give your child a secure feeling that he/she will be safely delivered home no matter the circumstances. Y-Care will not be open if school closes due to inclement weather.

Buses will run their regular routes during an early dismissal. Your child will be sent home their normal way (car or bus) unless you specify a change in writing.

If snow or another weather-related situation occurs during the day and a decision is made to close school, parents will be given at least 2 hours' notice (if possible) by TV, radio, and the Memphis-Shelby County School website. These media outlets are your best sources of information about school closings.

### BACKPACKS

To provide for the safe transportation and comfort of all students, we ask that the size of backpacks be limited to one that can be easily handled by the student. Backpacks that are too large and heavy for the students to pick up and/or hold in their laps during their ride will not be allowed. These items interfere with assigned seating, movement inside the bus, and pose a safety risk. In case of an emergency, passengers must be able to evacuate through the rear exit.

Lucy Elementary Students should have only true backpacks. Because of potential danger, rolling backpacks and carts are not allowed.

### CHILD CARE

As a service to parents, Lucy's Y-Care offers a before/after school program. The program is for Lucy Elementary students only and is held in the school gymnasium. Registration for Y-Care is available at [ymcamemphis.org/mscs](http://ymcamemphis.org/mscs).

### MORNING PROCEDURE

Parents are encouraged to allow students to walk to their classrooms on their own. Students get into the routine and are at assigned tasks as soon as school starts when possible. Please understand that each teacher is expected to meet the children at the door and be ready to respond to the needs of each child. Parents should not expect to have a conference with a teacher while other children are present. You are encouraged to contact your child's teacher to schedule a conference.

Each morning, in accordance with MSCS policy, Lucy Elementary pauses for morning announcements. Students recite the Pledge of Allegiance and have a moment of silence. We ask students to be respectful and participate during this time. If a student is in the hall or office at the time of morning announcements, we ask that the student stop where he/she is and participate to the degree possible. Adults who are in the building at this time are asked to stand respectfully and participate to the degree that they wish.

Any student whose religion prohibits participation in this, or any other activity may receive exemption with a written request to the principal from the parent or guardian.

### COMMUNICATIONS FROM SCHOOL

To keep our parents informed of our program, communication is sent home periodically (most often on Fridays).

Our communication links include the following: weekly correspondence from teachers (Friday Communication Folders); monthly newsletter from the principal; Lucy P.I.E. meetings; PowerSchool (please check weekly), teacher websites, the Lucy Elementary website, and the district's rapid phone notification system (Blackboard Messenger), Lucy Social Media outlets (Facebook, Instagram, and Twitter).

### CONFERENCES

Parent-Teacher conferences are encouraged and may be initiated by the parent, teacher, or administrator. To maintain the integrity of the instructional program, all conferences are scheduled before, school, after school, or during a teacher's planning time. Conferences with the teacher and/or the administration may be scheduled by calling the school office or by email. Please give the teacher the reason(s) for the conference so that adequate preparation can be made. A parent conference record form is used at the conferences to ensure an accurate record will be available.

The MSCS calendar includes two evenings (one each semester) for parent conferences. A letter will be sent from the school allowing for parents to schedule conferences.

### DISCIPLINE

Lucy Elementary School embraces the philosophy of Response to Instruction and Intervention – Behavior. This approach includes both positive rewards and consequences. Expected behaviors will be posted school-wide and in the classrooms. All students are expected to comply.

When compliance does not occur, a progressive discipline approach is used for bus and school conduct. Discipline guidelines follow the Memphis-Shelby County Schools policies.

Maintaining an effective learning environment requires the commitment of parents, teachers, administration, and students. Your cooperation is essential. When a child has exhausted the options on the discipline plan or the severe clause is in effect, he/she will receive a referral. If a Disciplinary Referral Form is sent from the office, this is our way of communicating to the parent that the offense is serious enough to warrant administrative action. The school will also make attempts to call the parent.

We believe that discipline should be corrective in nature and not punitive. To accomplish this requires home/school cooperation.

### SCHOOL BREAKFAST / LUNCH PROGRAM

Breakfast and lunch are served each school day. Our cafeteria staff provides tasty, nutritious meals for our students. Monthly menus are available on the SCS website. (Policy 3006)

Breakfast will be served from 9:00 am until 9:30 am in every classroom. We encourage students to be in their classrooms by school start time. Special provisions are made for students who arrive on a late bus. Parents are invited, encouraged, and always welcome to have lunch with their children. The school has provided a specific table for parents and their children to sit at for lunch. Parents must pay for their lunch online or bring their own lunch. No money can be collected at the cash register.

### SCHOOL PARTIES

Lucy has two parties a year organized by the teachers and their room parents; Christmas/Winter Holiday and Valentine's Day. Additionally, parents may coordinate with the child's teacher to bring treats at lunchtime only.

### STUDENT TEXTBOOKS

Textbooks are issued to students in grades 2 - 5 with the understanding that they will be properly cared for and returned at the end of the school year. Fines may be assessed for damaged or lost textbooks.

### MEDICAL AND HEALTH CARE ISSUES

To ensure safety in this area, trained school personnel will administer medication only when ordered by a physician. We adhere strictly to the conditions in the Memphis-Shelby County Schools Policy Manual developed in cooperation with the Shelby County Health Department.

Exceptional circumstances may require that a prescription medicine be administered at school. This medication must be in its original container and must be accompanied by the appropriate completed form (#Rev-03-84-39PS). The only time a nonprescription medicine will be administered at school is with the required form listed above, along with a statement from the doctor.

Medication cannot be kept in the classroom; the only exception to that regulation is an inhaler if ordered by a physician. Medicine can only be brought to school and taken home only by an adult. Students cannot bring or take medication from school. This includes over-the-counter medicine.

### VISITORS IN THE SCHOOL

All visitors to the school are required to report to the office upon entering and present a driver's license or other state-issued picture ID (even if you are walking your child to class). IDs will be scanned and a visitor's pass will be issued.

Teachers will not be available to visit with you if you "drop by" at arrival or dismissal times. These times require full attention to be given to our students. Classroom visits can be arranged by contacting the teacher, guidance counselor, or principal. Any visitor who is in the school must sign in and wear a visitor's badge from the office. Parents may volunteer in the classroom. Contact your child's teacher directly to set up a time.

### TELEPHONE

Students may not call home unless approved by a teacher or administrator and messages will be given to students only in an emergency. Office staff will gladly call when needed. The call will be made from a school phone. It is against SCS policy for students to use cell phones at school.

### UNUSUAL CONSIDERATIONS

Unusual considerations regarding your child's custody or medical needs should be referred to the office. This information will be flagged in our student information system as custody or medical alert. Any legal custody documents that require the attention of school personnel must be on file in the office.

### RELEASE OF CHILDREN TO APPROPRIATE INDIVIDUALS

Your child will be released only to individuals identified by you on the student enrollment data form. If you have special parental consideration, i.e. limited custody, shared custodial rights, etc., please notify the school in writing each year as well as provide legal documentation. We make every effort to comply with court orders and parental wishes; however, we must have a letter on file each school year.

We cannot release children to persons not listed in our records. It is the parent's responsibility to notify the office of any changes in student/parent information in writing.

Any individual who is picking up a child from school will be required to show a picture ID.

### PARENTAL CONCERNS/SUGGESTIONS

When you have questions or concerns about the school or its programs, please ask us. We try to be responsive and supportive to all parental concerns.

We are delighted with positive feedback also. Many times, during the year, you will be given an opportunity to make comments or suggestions about our programs. You are always encouraged to complete these forms; however, if you have a concern, please share it with us. Your input is one of the reasons we have been so successful at Lucy. Remember, if you have a concern, tell US; when you have something wonderful to say about us--tell EVERYBODY!

## PERSONAL ITEMS

To help your child to keep up with his/her belongings and to avoid confusion about ownership, all items need to be labeled with your child's name. Every year, clothing and supplies are turned into our "Lost and Found" area and are never claimed. \*Toys, games, etc. are not allowed in school unless approved by the administrators or teacher.

**\*\***Birthdays balloons, flowers and other surprises cannot be delivered at school. In the school building, they create a disruption; and on the bus, they can become a safety hazard.

## REPORT CARDS AND INTERIM REPORTS

Interim reports (Progress Reports) are sent home to all students during the fourth week of the nine-week grading period. The purpose of the interim report is to notify parents of their child's progress in all subject areas at that point of the grading period.

Report cards (grades K - 5) are sent home at the end of each grading period. Parents are asked to sign the report card and return it to school. Parents should make a copy of the report card for future reference.

## HONORS/AWARDS

The Lucy staff and Lucy P.I.E. proudly recognize students each grading period for their achievements. We recognize areas that are imperative for school success. Honor roll requirements are as follows:

### LUCY HONORS' CRITERIA

*\*Principal's Honor Roll:* Requires all A's in academic subjects and E in nonacademic subjects and conduct.

*\*Lucy Honor Roll:* Requires all A's or B's in academic subjects with a minimum of 3 A's and G or E in nonacademic subjects and conduct.

*\*Citizenship Award:* Requires all E's in Conduct for the grading period.

*\*Perfect Attendance Award:* Requires that the student is present at school all day every day of the grading period. If the student arrives late or checks out early, he/she will not receive this honor.

*\*Most Improved:* Will be awarded to one student who has demonstrated consistent effort to improve academic achievement, conduct, and/or both.

Awards will be presented in an assembly after each grading period. End-of-Year awards will also be presented to students who achieve honor roll status three of the four grading periods during the year for academics, perfect attendance, or citizenship.

## School Pride

Each student should do his or her part to help Lucy Elementary School maintain a clean and attractive appearance. Our school grounds, hallways, classrooms, restrooms, desks, and cafeteria should always remain clean and neat. Lucy Elementary will always be a place to be proud of if we all work together.

## Cell Phones/Communication Devices

MSCS Policy #6024 states that all students are banned from having any type of phone or personal communication device on their body at any time during the regular school day. Items must be stored away while at school. Students must keep cell phones turned off and, in their backpacks, while at Lucy and on the bus. See the MSCS Student Handbook for complete policy and consequences.

## Dress Code

We believe that students' behavior is generally a reflection of their appearance. Therefore, we encourage Lucy Elementary School students to dress in a manner that combines comfort, cleanliness, good grooming, and personal hygiene. Articles of clothing should not create disruptions, call undue attention, or create safety hazards.

The standards for Memphis-Shelby County Schools dress reflect "common sense" and a concern for each child's comfort, safety, cleanliness, and sense of modesty. There is a strong relationship between neat, appropriate attire and a positive learning environment. Apparel or appearance which tends to draw attention to an individual rather than to a learning situation must be avoided. To that end, Memphis-Shelby County Schools establishes a basic dress code to ensure appropriate and modest dress.

## MSCS ELEMENTARY SCHOOL DRESS CODE

(Shelby County Schools Policy Number 602.1)

To help create the best learning environment for elementary students, the following standards for student dress must be observed in all Shelby County Elementary Schools:

- Pants must be worn at the waist, be appropriately sized, and of a safe length.
- Head apparel (such as hoods, hat, etc.), except for religious or medical reasons, must not be worn inside the school building.
- Footwear is required and must be safe and appropriate for indoor or outdoor physical activity.
- Clothing or accessories may not display offensive, vulgar language or images, nor promote inappropriate and/or illegal products such as alcohol, tobacco, and illegal drugs.
- "Short shorts", mini-skirts, and skin-tight outer material such as spandex are inappropriate attire. No shorts or skirts shorter than 4 inches above the knee are allowed.
- Shirts, blouses, and dresses must completely cover the abdomen, back, and shoulders. Shirts or tops must be no longer than wrist-length and must cover the waistband of pants, shorts, or skirts with no midriff visible.

- Waist-length and appropriately sized sweaters, sweatshirts, and lightweight jackets can be worn inside the school for warmth.

The school administration reserves the right to determine whether the student's attire and appearance are within the acceptable limits of decency, modesty, and safety. In matters of opinion, the judgment of the principal/designee shall prevail.

The principal may allow exceptions for school-wide programs or special classroom activities. The school administration will administer appropriate consequences for policy infractions.

#### Dress Code for Lucy Elementary School

Lucy Elementary School has a standardized dress code in addition to the MSCS Elementary Dress Code.

1. Slacks, Shorts, Skirts, Jumpers, or Capri's – Uniform Style (tight-fitting pants not allowed)
  - Navy Blue, Tan Khaki, or Black Shorts, Skirts, and Jumpers to be worn close to the knee (approximately 2 inches from the knee). Please consider girls wearing shorts under skirts and jumpers.
  - Belts must be worn if the item has belt loops.
2. Solid golf/polo-style shirts– no stripes or designs
  - Pullover, short or long sleeves, collar, and 2-3 buttons
  - Any solid color.
  - No designer logo on shirts larger than 1 inch in size.
3. Sweaters, Jackets
  - Worn open inside the building (avoid pullovers)
  - Worn to the hip.
  - Lightweight Jackets -Wind breaker Style - worn open.
  - Cardigan Sweaters to be worn open.
  - No coats are to be worn inside the building.
4. Shoes are to have an enclosed heel or heel strap, no open toes. Shoes with strings must always be tied. Heels should not be worn. The shoe heel should be no higher than 1½ inches. This includes wedges.
5. No head covering is to be worn inside the building. (Unless for religious significance).

Students will be allowed to wear Lucy spirit shirts on any day weekly.

Lucy Elementary Student/Parent/Teacher Contract

2022-2023

The vision of Lucy Elementary School is to collaborate with students, parents, and the community by encouraging and producing cooperative and responsible citizens. We facilitate the development of creative thinking, problem solving, respect for individual differences, and high ethical standards. Our goal is to prepare our students to be fully participating citizens and leaders in the twenty-first century by producing successful and competent learners.

Parent/Guardian Agreement

*I want my child to achieve. Therefore, I will encourage him/her by doing the following:*

- \*See that my child is punctual and attends school regularly
- \*Support the school in its efforts to maintain proper discipline
- \*Establish a time and place for homework and check it daily
- \*Encourage my child's best efforts
- \*Model and teach my child behaviors which are used to treat others with dignity and respect
- \*Stay aware of what my child is learning.

Student Agreement

*It is important that I work to the best of my ability. Therefore, I shall strive to:*

- \*Attend school regularly
- \*Come to school each day with needed supplies and completed assignments
- \*Observe regular study hours
- \*Conform to the rules of student conduct
- \*Treat other students and all adults with dignity and respect
- \*Accept responsibility for my own learning.

Teacher Agreement

*It is important that the students achieve and grow. Therefore, I shall strive to:*

- \*Provide standards-based instruction
- \*Establish a safe and enriching classroom environment
- \*Provide meaningful homework assignments for students
- \*Model and teach behaviors which are used to treat others with dignity and respect
- \*Treat all students, parents, and other staff members with dignity and respect
- \*Provide regular information to students and parents about student progress.

Administration Agreement

*It is important that students achieve, and parents are involved. Therefore, I shall strive to:*

- \*Provide an environment that promotes positive communication among the students, parents and faculty
- \*Provide staff development to promote standards-based instruction
- \*Model and teach behaviors which are used to treat others with dignity and respect
- \*Treat students, parents, and staff members with dignity and respect
- \*Coordinate communication to parents regarding learning expectations and current programs
- \*Ensure flexible opportunities for meetings or conferences.

*Shelby County Schools offers educational and employment opportunities without regard to race, color, national origin, religion, sex, or disability.*

## Lucy Elementary Eagles Always S.O.A.R.

Lucy Elementary embraces the philosophy of RTI<sup>2</sup> – B

- Proactive: Trying to prevent inappropriate behaviors by putting procedures in place and educating students in these procedures.
- Educative: Teaching students what we expect of them while on our campus. Teaching our students, the rules for each specific setting.
- Reinforcement-based: Giving students rewards for when they demonstrate understanding of expectations and follow school rules.
- Individualized: Negative consequences are still given for inappropriate behavior. We want the consequences to change the students' behavior, so the behavior is not displayed again. Our goal will always be to find alternatives to out-of-school suspensions since we know that children cannot learn if they are not in school.

As part of RTI<sup>2</sup> - B, our school has defined a set of school-wide expectations and rules for behaviors in all areas of the school that are posted throughout the school. All students will be explicitly taught these behavioral expectations through school-developed lesson plans that include examples and non-examples of the specific expectation being addressed. Teachers will display matrixes for their classrooms as well.

Schoolwide Expectations:

*S – Safe*

*O – Organized*

*A – Accountable*

*R – Respectful*

### Incentives

Students who exhibit desired behaviors (Tier I) will receive recognition in the following ways: recommendations from staff, names read on the intercom, attend monthly school-wide motivational activities, and participate in grade level activities.

### Intervention/Referrals

Students who are struggling to achieve the behavior expectations (Tier II and III) may be referred to the guidance counselor, social worker, behavior consultant, or student response team.

### Alternatives to Suspension

Parent notification

Conduct grade lowered

Time-out

Discipline referral

Administrator conference

In-School Suspension

Send home early with required parent conference

Severe Clause-- Deliberate injury to another student; direct threat of violence; openly/relentlessly defying an adult; deliberate destruction of school property; or behavior causing instruction to come to a complete will result in immediate referral to the administrator.

### Out of School Suspensions

\*\*Students who have received out-of-school suspensions will not be allowed to participate in school-sponsored activities (including field trips, Field Day, Talent Show, etc.) for that grading period.

Each class has established a classroom behavior plan that is consistent with and supports this school-wide discipline plan. These behavior plans are generally based on assertive discipline principles. Appropriate behavioral responses are taught, modeled, and practiced. Teachers will consider the use of restitution or a behavior contract to allow a student to earn back conduct grade points which have been lost. Consequences of severe behavior or repeated misbehavior will be determined jointly by the administrator and the teacher. Student behavior resulting in administrative action will adversely affect a student's conduct grade.

Voice Levels are used to maintain an orderly and purposeful environment

Level 0 Silence (hallways, cafeteria line-up, restrooms)

Level 1 Quiet whisper (classroom)

Level 2 Partner Talk (classroom, cafeteria)

Level 3 Indoor Voice (speaking to a group)

Level 4 Outdoor Voice (playground)

# 2022-23 Student Calendar



## 2022

First Semester - 82 days

AUGUST	
8	First Day for Students   1st 9 Weeks Begins
SEPTEMBER	
5	Labor Day (Students Out)
8	Parent/Teacher Conferences (4-7 p.m.)
OCTOBER	
7	1st Nine Weeks Ends
10-14	Fall Break (Students Out)
17	Students Return   2nd 9 Weeks Begins
NOVEMBER	
8	Election Day (Students Out)
11	Veterans Day (Students Out)
21-25	Thanksgiving Break (Students Out)
DECEMBER	
14-16	1st Semester Exams
16	1st Semester Ends   2nd 9 Weeks Ends
19-30	Winter Break (Students Out)

## 2023

Second Semester - 98 days

JANUARY	
2	Students Return   2nd Semester   3rd 9 Weeks Begins
16	Dr. Martin Luther King Jr. Day (Students Out)
FEBRUARY	
16	Parent Teacher Conferences (4-7 p.m.)
20	Presidents Day   Regular School Day
MARCH	
10	3rd Nine Weeks Ends
13-17	Spring Break   (Students Out)
20	Students Return   4th 9 Weeks Begins
APRIL	
7	Spring Break II   Good Friday (Students Out)
MAY	
24-26	2nd Semester Exams
26	Last Day of School   4th 9 Weeks Ends
JUNE	

### LEGEND:

- 1st Day of School/Students
- Students Out (Full Day)
- Parent Conferences
- Start of Quarter
- End of Quarter
- Semester Exams

JULY 2022						
M	T	W	Th	F		
				1		
4	5	6	7	8		
11	12	13	14	15		
18	19	20	21	22		
25	26	27	28	29		

OCTOBER 2022						
M	T	W	Th	F		
3	4	5	6	7		
10	11	12	13	14		
17	18	19	20	21		
24	25	26	27	28		
31						

JANUARY 2023						
M	T	W	Th	F		
2	3	4	5	6		
9	10	11	12	13		
16	17	18	19	20		
23	24	25	26	27		
30	31					

APRIL 2023						
M	T	W	Th	F		
3	4	5	6	7		
10	11	12	13	14		
17	18	19	20	21		
24	25	26	27	28		

AUGUST 2022						
M	T	W	Th	F		
1	2	3	4	5		
8	9	10	11	12		
15	16	17	18	19		
22	23	24	25	26		
29	30	31				

NOVEMBER 2022						
M	T	W	Th	F		
1	2	3	4			
7	8	9	10	11		
14	15	16	17	18		
21	22	23	24	25		
28	29	30				

FEBRUARY 2023						
M	T	W	Th	F		
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6	7	8	9	10		
13	14	15	16	17		
20	21	22	23	24		
27	28					

MAY 2023						
M	T	W	Th	F		
1	2	3	4	5		
8	9	10	11	12		
15	16	17	18	19		
22	23	24	25	26		
29	30	31				

SEPTEMBER 2022						
M	T	W	Th	F		
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12	13	14	15	16		
19	20	21	22	23		
26	27	28	29	30		

DECEMBER 2022						
M	T	W	Th	F		
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12	13	14	15	16		
19	20	21	22	23		
26	27	28	29	30		

MARCH 2023						
M	T	W	Th	F		
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20	21	22	23	24		
27	28	29	30	31		

JUNE 2023						
M	T	W	Th	F		
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19	20	21	22	23		
26	27	28	29	30		

Lucy Elementary School  
Student Handbook  
2022-2023

The Student Handbook has been prepared by the administration to communicate important dates, school activities, policies, procedures, guidelines, and expectations. We hope you will find the information beneficial to you. The Handbook should be read, and then filed in a convenient place ready to serve as an information source concerning the school. Additional information will be provided as needed.

I have received the 2022-2023 Student Handbook. I understand that I am responsible for reading and understanding the information provided in the Handbook. I understand that it is my responsibility to adhere to the guidelines outlined in the Handbook.

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Parent/Guardian Signature

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Parent/Guardian Phone Number

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Parent/Guardian Email Address

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Date

*Please remove this page and return this form to Lucy Elementary School as soon as possible.*