



Preston Smith Elementary

Parent and Student
Handbook
2026-2027

Principal	Jaci Underwood	806-219-6800
Assistant Principal	Chelsea Hogue	806-219-6803
Counselor	Darbara Popanz	806-219-6808
Secretary	Barbarita Trevino	806-219-6868
Nurse	Laura Nixon	806-219-6859
Attendance Clerk	Mandy Mcmillon	806-219-6833
Library Media Specialist	Candice Rogers	806-219-6802
Pre-K Parent Liaison	Stacy Kinman	806-219-6865
Student Behavior Support Specialist	Sarah Grace Holladay	806-219-6869
Communities in Schools	Courtney Holleman	806-219-6864
Cafeteria	Aramark staff	806-219-6863
Durham Transportation		806-219-0780
Y-Care After School Care	Billing/Enrollment	806-776-9750
Y-Care After School Care	On-Site Contact	806-778-5163

Absences/Attendance

It is essential to attend school regularly and be on time to every class. The following procedures are in place regarding attendance: School begins each day at 7:45. This gives students time to prepare for the day. A 7:35 arrival allows students to eat breakfast, begin morning work, get organized for the day, and to be seated and ready to hear the morning announcements by 7:45. Students will be counted tardy after 7:45 each day. If students arrive after this time, they must report to the office for a tardy slip before going to class. We understand that occasionally unforeseen circumstances may cause a student to be late. However, tardiness can also become a pattern and negatively impact learning. The student will receive a warning letter for each tardy after the second tardy in a 9 weeks period. Parents need to notify the office before 10:15 a.m. when a child will be absent by calling 219-6833. If students are not present when the tardy bell rings, they will be counted absent for the entire day. Our district uses Attention to Attendance to monitor student attendance and letters are sent out to families to communicate excessive absences. If a student misses multiple days in a 9 weeks period, an attendance conference will be scheduled with campus administrators. If a student misses more than 10% of class time at any time during the school year, parents will be required to meet with the District Attendance Officer. Parents will then need to submit doctor's statements for all absences. The state requires that students be in attendance 90% of the school days in order to receive credit for the year. It is the student's responsibility to check with teachers to arrange for make-up work. Parents may also request make-up work. Parents may request up to three parent request days for other absences, such as family trips and religious holy days. Forms are available in the office and should be completed prior to the absence. All attendance requirements apply to students in Pre-K through 5th grade.

After School Clubs & Activities

Smith has many wonderful afterschool clubs available for students throughout the year. These opportunities vary according to grade level. Some examples include Garden Club, Dance Club, Art Club, Honor Choir, and others. It is important that students show outstanding behavior in order to be eligible to participate in these clubs. Additionally, students are expected to stay in the club for the entirety of the time. Early pick-ups are almost impossible as the office staff & nurse get off duty at 4:00 each day, and clubs meet at various locations around the building. If your student signs up or tries out for an after school event, please review behavior and attendance expectations in advance. We always want all students to be able participate and enjoy opportunities, but behavior and attendance are critical for success.

Arriving at School

Students will be safe arriving and leaving school each day. Students are only allowed to cross at crosswalks and must obey the Crossing Guards and Safety Patrols. Students arriving before classrooms open at 7:35 will stay in a common location (Students in Pre-K to 2nd grade will go to the cafeteria and students in 3rd-5th will go to the gym). **The building opens at 7:20 each morning. There is no supervision prior to 7:20 when the building entrance unlocks and staff are on duty. To ensure safety, students may NOT be dropped off prior to 7:20.** When dropping off your child, please be considerate of those behind you. If your child is not ready to exit the vehicle or if you stay and watch them walk all the way into the building, it creates delays and traffic backups for everyone. You are more than welcome to park in a designated spot and walk your child into the building if you desire. However, **parking is not allowed in the drive through areas on either side of the building.** Pre-K parents may drop off at the west drive-through by the cafeteria until 7:45. All pre-k students will be signed in and out by the pre-k teaching assistants. After 7:45, pre-k students will line up students to go to class. There will be an employee at the drive thru area to assist you with signing your child in from your car. **Students and parents are not allowed in the hallways or the library until the first bell rings at 7:35.**

Bathroom Expectations

Students are expected to Go, Flush, Wash. We will enter with nothing in your hands and throw away any paper towels or trash as you leave. Students should always be respectful, responsible and safe. Use a quiet voice and respect everyone's privacy. Go in, do your business, flush, and wash your hands with soap and water. Make sure to throw away any trash and keep that restroom clean for others. Always walk- never run or play- and return to class quickly. If something is wrong or messy, tell a teacher or staff member right away.

Cell Phone & Electronics

House Bill 1481—requires school districts to prohibit student use of personal communication devices during the school day. This includes cell phones, smartwatches, earbuds, and similar items. Beginning this school year, all personal devices must be turned off and out of sight all day from the first bell to dismissal, including during instructional time, lunch, and in hallways.

Classroom Parties

We have three parties per year (Christmas-December 17th, Valentine-February 11th, and End of Year Play Day -May 26th). Teachers will share information about the party in advance, and parent volunteers will help with the party. Students may celebrate their birthday between 3:00 and 3:20 with prior permission from the classroom teacher. Students are not allowed to distribute invitations for private parties at school unless the entire class is invited (in order to prevent hurt feelings and potential problems).

Dismissal

In order to create a safe environment for school dismissal, each grade will have a designated departure door. If students need to meet younger siblings, they will meet them outside at a parent designated area. **The playground is available for use after school, but students must be actively supervised by a parent or adult who is physically present when using the playground after school.** Students who walk home, must walk straight home and are not permitted to use the playground without adult supervision. If there is a change in routine, please talk with your child the night before the change and communicate with the teacher through a written note or the Remind messaging system. Messages can be left in the office on an **EMERGENCY** basis only. **It's difficult to deliver messages to many children late in the school day. Please plan to meet your student outside. If you come inside the building, you will be expected to stop in the office with your ID to get a pass.** The following are designated departure areas:

- Pre-K students will be dismissed from the cafeteria--please enter through the cafe circle drive doors at 3:10. **Pre-K guidelines require an ID to be presented at pick-up. If you do not have your ID you will be asked to go to the front office and staff will assist and conduct additional verification.**
- Kindergarten students will be by the main front doors.
- First Grade will be on the basketball court.
- Second grade will be behind the gazebo on 87th & Dover.
- Third grade will be near the entrance to the circle drive on the north side of the building.
- Fourth grade will be near the center to the circle drive on the north side of the building.
- Fifth grade will be near the exit of the circle drive on the north side of the building .

Students will only be allowed to cross the street at the designated crosswalks.

Teachers will stand with their classes from 3:25-3:35. Students not picked up by 3:35 will be escorted to the front office. Parents will need to come into the building to sign them out. Y-Care students will be dismissed at 3:20 to check-in with Y-Care in the gym. All other students will be dismissed at 3:25. Thank you for ensuring your student is picked up on time.

Dress Code

Dress and Grooming standards follow Lubbock ISD standards which can be found in the Lubbock ISD student handbook on page 51-52 and are as follows:

The district's dress code teaches grooming and hygiene, prevents disruption, minimizes safety hazards and maintains a positive learning climate. Unless attending a campus requiring standardized dress, students and parents may determine a student's personal dress and grooming standards, provided they comply with the following:

- The District prohibits pictures, symbols, emblems, jewelry, or writings on your body, clothing and/or personal belongings that:
- Are lewd, offensive, vulgar, or obscene;
- Advertise or depict tobacco products, alcoholic beverages, drugs, tattoos or any other substance as prohibited by the District or State Law;
- Refer to satanic, cult, or gang activities, including but not limited to: Slashed eyebrows, colored shoestrings, web belts, jewelry;
- Disrupt classroom instruction;
- Clothing that has been modified in a revealing manner;

In addition:

- Oversized clothing shall not be worn. Specifically, students are not permitted to wear sagging or baggy pants. Pants must be worn at the natural waistline.
 - Tattoos on a student must be covered per principal's discretion.
 - See-through/chiffon blouses may not be worn without a shirt under it or a piece of clothing over it.
 - The neck opening on any type of shirt or blouse may not exceed the equivalent of the second button below the collar of a dress shirt or blouse.
 - Underwear-type shirts such as tank tops or muscle shirts shall not be worn.
 - Bicycle shorts shall not be worn.
 - Footwear shall be a part of regular attire. House shoes and roller shoes are not acceptable footwear for school. Shoes should be appropriate for PE since children do not have time to change shoes between classes.
 - Appropriate undergarments shall be worn at all times.
 - Jewelry that depicts weapons, drugs, or profanity may not be worn.
 - Student's clothing must meet and cover the student's body at all times.
 - Sideburns and beards shall be well-groomed and neatly trimmed
 - Mustaches shall be acceptable if neatly trimmed.
 - Facial studs shall be acceptable "but not of excess or extreme".
 - Earrings for male students in Pre-K through 8th grade shall be acceptable.
 - "Extremely" excessive hair color is prohibited
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Principals at individual campuses are authorized to require additional rules that are determined to be necessary to maintain a safe and orderly learning environment. If the principal determines that a student's grooming or clothing violates the school's dress code, the student will be given an opportunity to correct the problem at school. If not corrected, the student may ask a parent or designee to bring an acceptable change of clothing to the school. Repeated or severe offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct.

Early Leave from School

If a student must leave school before 3:25, the person who picks them up must be listed on the enrollment form in order to sign them out of school. To ensure a safe environment, this person will be asked to show identification. Students will not be pulled from instructional time to wait in the office for someone to come and get them, but instead will be called to the office when the individual arrives. If adults plan to enter the building, they must check in the office and have a driver's license or government issued ID. **Early pickup is considered time missed from class. Please help us respect learning time by keeping early pick-ups to a minimum.**

Field Trips

Field trips are an exciting extension opportunity for student learning. However, students with continued discipline concerns may not be able to attend without a guardian attending alongside the student. If your students begin to show behavior concerns, we will reach out to schedule a meeting to discuss a plan to support your student. When looking at student participation in Field Trips, we will use Citizenship Logs, Review 360 Data, and parent contact logs. In order to ensure student safety, all students will ride the bus to the field trip destination and then return back to campus. Parents may check their student out upon return in the front office. If you would like to attend the Field Trip you must sign up as a volunteer. To sign up as a volunteer, you will need to complete paperwork online at www.lubbockisd.org. Follow the tab labeled Families & Students and click on Volunteer in LISD. This application must be updated **annually before you are permitted to begin volunteering again. You also must complete a volunteer application which involves an annual background check if you plan to go on field trips with your student.**

Grade Reports

Students in grades 1-5 will receive formal grade reports each nine weeks. In addition to the report card, parents/guardians will also receive a progress report for students each 3 week period. Pre-K and kindergarteners use the district standards to report progress toward grade level expectations and standards. All report cards and progress reports should be signed by a parent/guardian and returned back to school to ensure communication between home and school. The following information can be used to understand number grades in relationship overall performance for report grade grades. Assessment scales may differ according to grade level and content. Parents also have access to our online gradebook so that you may check your child's grades at any time. This can also be located on the LISD website at www.lubbockisd.org. Additionally, Smith's Grading Policy can be found online at www.lubbockisd.org/o/smith. If you have difficulty setting up an account, please contact our office at 219-6800 or contact the Lubbock ISD Help Desk at 806-219-0190. All parents are encouraged to make use of the online gradebook as another way to stay connected with students' education.

Masters Grade Level Standards	90-100
Meets Grade Level Standards	80-89
Approaches Grade Level Standards	70-79
Does Not Approach Grade Level Standards	0-69

Health & Nurse Information

We have a full time registered nurse at Smith to ensure that all students are provided with needed medical care and properly administered needed medications and treatments. The following information is a review of the LISD policy and procedures regarding medications.

State law permits school personnel to give medications to students at school only when the medications are provided by the parents or legal guardians and are accompanied by written permission. All medications must be in their original containers, labeled with the student's full name. Prescription medications must be properly labeled by a pharmacist with the doctor's name, the clinic, and the correct dosage to be given.

All medications will be kept locked in the office/clinic. The only exception are asthma inhalers, which must have a physician's order stating that the inhaler is to be used "as needed" or PRN. If your child has asthma, please work with your physician and our nurse to develop an asthma management plan. It is important that your child be in school every day and in most cases your child's asthma can be treated at school so that they will lose minimal instructional time.

When bringing medications to school, parents/guardians must leave the medications with the school nurse or office personnel and must sign appropriate medication authorization forms to ensure that dosage and information relating to prescribed medications is correct.

Texas law requires current immunizations for all students enrolled in public schools. Kindergarten students need the following immunizations before they will be enrolled:

- o Four DPT doses, with the last one on or after the fourth birthday
- o Three doses of polio vaccine, with the last dose on or after the fourth birthday
- o Two doses of MMR, both doses must be after the first birthday
- o Three doses of hepatitis B vaccine

Many students have allergies or medical conditions that require adjustments and accommodations. Please be mindful if certain food items are prohibited within the classroom and show respect by avoiding sending these in student's lunches or for student's snacks. Animals are also a source of allergies and allergic reactions. **Therefore pets should not be brought into the building at any time.**

Lost and Found

Students need to have their name on backpacks, lunchboxes, and clothing such as sweaters or jackets. Lost coats, lunch boxes, backpacks, etc. will be placed on a table and clothes rack in the back hallway near the cafeteria. If a student loses something, they need to check this area. If a student finds a personal article, they need to turn it into the lost and found area. Any unclaimed property will be donated after a designated period of time.

Lunchroom/Menus

Students may bring their lunch from home or obtain a tray in the cafeteria. **There are not any microwave ovens accessible for students to use, so please do not send items needing to be heated to school.** Money for additional extra items such as ice cream, cookies or chips may be added to your students account online. Menus can be found on the LISD website (www.lubbockisd.org), on the Lubbock ISD app, or on LISD TV channel 12. Smith participates in a program called Breakfast in the Classroom. Students will have the opportunity to receive breakfast in the classroom. Breakfast service ends at 7:50, so please ensure your student is on time each morning. If you need to drop off lunch for your child, please bring it to the lunch drop off table in the front foyer. Please note that we cannot accept deliveries from restaurants or delivery companies such as DoorDash, GrubHub, etc. Food dropped off must come from the student's family member.

Parent Conferences

Teachers appreciate parental interest and involvement at Smith. If you would like to meet with your student's teacher, please arrange times before school, after school, or during teacher conferences. Parents may call the office to leave a message for the teacher to return their call at the conclusion of the school day or during their conference. E-mail or the use of the Remind messaging app. are other effective ways to communicate with your student's teachers.

Playground Use

The playground is closed to any guests or community members during the school day from 7:00-dismissal. Any students who walk at dismissal should plan to walk straight home. Any students who use the playground or blacktop area outside of school hours must be accompanied by an adult to ensure adequate supervision and safety. Y-Care uses the school playground after school as a part of their program.

PTA

The PTA and parent volunteer programs are vital to our school's success. There will be several PTA meetings and events held throughout the year. There are numerous ways for you to be involved to match your schedule and availability. PTA membership forms are available in the office. Reminders about PTA meetings and flyers regarding parent volunteer activities will be sent in Thursday folders when appropriate. If parents are interested in volunteering, please visit the PTA website at <https://prestonsmithpta.com/> to sign up to volunteer or purchase any spirit items, etc. Additionally, you are encouraged to follow and friend our PTA on Facebook (Preston Smith PTA) to stay up to date and connected.

Safety & Security

Smith Elementary follows all district guidelines to ensure a safe and secure learning environment. All exterior and interior doors will be locked each day. Staff members will monitor the main arrival doors on the North & South sides of the building each morning from 7:20-7:45. **After this time anyone wishing to enter the building, including students who are tardy, must use the main door near the office.** Visitors will use the button located to the left of the doors to speak to office staff to state their purpose for entering the campus before being allowed inside. Then all visitors must use their government issued ID to check in and obtain a visitors pass or check out a student for early dismissal using the Safe Schools ID electronic system. Only individuals listed on a student's registration forms will be allowed to check out any student or pick them up at dismissal.

Students and staff participate in trainings, updates, and drills throughout the school year to help keep our school a safe and secure environment. Parent and family support and adherence to guidelines help keep our school a safe and positive learning environment. For more information about Lubbock ISD safety guidelines and procedures, please visit www.lubbockisd.org and then click "Departments" and then "Safety."

Smith Behavior Expectations

Smith teachers will maintain expectations and reinforce core values that are necessary for success in school and later in life. At Smith, we will use the following guidelines for success to teach, practice, and reinforce desired behaviors.



Star of the Week

Every Friday, the teachers in the primary (Pre-K, Kinder, 1st) grade levels will choose a student to be the “Star of the Week” for the following week. Students may bring personalized posters to share with classmates as well as enjoy other privileges that week. Parents are welcome to attend the party but not required. Your child’s teacher will help you schedule and set the time of the party.

Telephone Use

Teachers will notify parents in advance if students need to stay after school for an activity. Our nurse will contact parents if your child is ill. Students are not allowed to use the phone to make after school arrangements. These types of personal arrangements should be made before students come to school. To avoid calling parents unnecessarily at work or home and to encourage student responsibility, students will not be allowed to call and remind parents of events that have been published in newsletters, on the marquee, sent through Remind messaging, or announced during morning announcements. Teachers will give students phone passes when it is necessary for students to use the phone in the office.

UIL

Students in grades 2-5 may participate in the UIL academic competitions. Preston Smith has an outstanding history of strong and successful student participation in UIL events. Students will be invited to try out for any teams and events they are interested in. UIL involvement does require studying and practicing at home in addition to some after school practices. We encourage all interested students to participate! If your student signs up or tries out for UIL, please review behavior and attendance expectations in advance. We always want all students to be able participate and enjoy opportunities, but behavior and attendance are critical for success.

Visitors

Visitors are always welcome at Smith Elementary. The faculty and staff feel that a close working relationship among teachers, parents, and community is of great value to our school. In an effort to provide a safe environment for our school, visitors will have access into the building during the school day by using the front entrance by the flagpole. After 8:00, you will need to ring the doorbell in order to be buzzed in. Visitors need to check in using the Red Kiosk in the vestibule with your government issued ID to check in and receive a visitor’s identification tag to wear in the building. If you need assistance checking in, there is a phone that calls the office. Students being checked out early must go through the office.

Volunteers

We love to have volunteers in our rooms; however, there are a few district guidelines that must be followed. Talk about your role in the classroom with your child. Your child is expected to maintain their routine while you are present and understand that you have taken on a teacher's role and are there to help all the students. Please make arrangements for younger non-school aged children as they are not permitted to be in classrooms. Be discreet upon entering the room. Check with the teacher for your assignment. Help children stay on task. Positively redirect them if necessary. Discipline is always the teacher's responsibility. Confidentiality is a must. To sign up as a volunteer, you will need to complete paperwork online at www.lubbockisd.org. Follow the tab labeled Families & Students and click on Volunteer in LISD. This application must be updated **annually before you are permitted to begin volunteering again**. You also must complete a volunteer application which involves an annual background check if you plan to go on field trips with your student.

Weekly Work Folder and Citizenship Report

Students will bring home a weekly work folder on Thursday. This folder will have all school communications in it and any classroom news/work to share with parents. Parents should meet with children weekly to review papers and newsletters. Any forms should be returned the following day. If a student has any discipline concerns, the parent will be notified the day of the occurrence. Teachers will address minor behavior concerns and will make parent contact. Major discipline concerns will involve campus administrators, and administration will contact parents. Weekly citizenship logs will be sent home each week for parents to review and should be signed by the parent/guardian. Citizenship grades are given each week and are reported on progress reports and 9 week report cards. Students will receive a H, S, or I. These grades are based off of the weekly citizenship log. For a list of leveled infractions, see the Student Code of Conduct on the LISD website.

- **Highly Satisfactory (H) 0-1 incidents** - A highly satisfactory citizen follows all school and class rules. He or she is respectful at all times and is an active participant in class. In addition, students who receive an "H" in citizenship demonstrate kindness and respect for fellow classmates and adults on campus daily but may have minor incidents with classroom behavior.
- **Satisfactory (S) 2 documented incidents** - A citizen who is satisfactory is active in class, but may have minor incidents with classroom behavior OR follows classroom expectations, but does not participate in class. Students who receive an "S" in citizenship may need to have their behavior redirected a couple of times during a week.
- **Improvement Needed (I)** - 3 or more documented incidents or 1 or more office referral - A student who has improvement needed will earn an "I" if he or she is continually disruptive, disrespectful, or dishonest despite having served consequences for misbehavior.

Preston Smith Elementary

2026-2027 SCHOOL – PARENT COMPACT

Each student should be helped to reach his/her highest potential for intellectual, social, emotional and physical growth. To achieve this, the home and school must work together by recognizing and agreeing upon the responsibilities of each party in the learning process. During the Fall 2026 Parent/Teacher Conferences on October 30th, Parents, Students, and Teachers will sign.

As a student, I will be responsible for:

1. Showing respect and cooperating with all adults at school.
2. Coming to class on time and prepared to work.
3. Completing all assignments to the best of my ability.
4. Respecting the rights of others to learn without disruption.
5. Showing respect for people and property by not using profanity, stealing or vandalizing and following the rules in the Student Code of Conduct.
6. Spending time at home daily on studying or reading.
7. Practicing safety when working online or using cell phones.

As a teacher, I will be responsible for:

1. Providing instruction in a way that will motivate and encourage my students.
2. Providing a safe and positive atmosphere for learning.
3. Explaining assignments so that my students have a clear understanding.
4. Supplying clear evaluations of student progress to students and parents.
5. Regularly communicating with parents about their student's progress and behavior at school.
6. Teaching and demonstrating online safety.

As a parent, I will be responsible for:

1. Providing a caring environment, including adequate food and rest, so my child is ready to learn.
2. Providing a time and place for quiet study and reading at home.
3. Helping my child in any way possible to meet their responsibilities.
4. Being safe and respectful at pickup and drop off in the parking lot, drive thru, and on the playground.
5. Ensuring my child is at school on time and is picked up from school on time each day.
6. Teaching and demonstrating online safety.

Preston Smith Elementary

Student Handbook Receipt 2026-2027

STUDENT NAME: _____

GRADE LEVEL: _____

HOMEROOM TEACHER: _____

I have read and discussed these policies and guidelines with my child. Please sign and return this form to school with your child.

Student Signature

Date

Parent Signature

Date

DO NOT RETURN THE BOOKLET. YOU MAY KEEP THE BOOKLET FOR FUTURE REFERENCE.