P.S./M.S 72

The Lexington Academy

2026-2027 Student Handbook

131 East 104th Street
New York , NY 10029
(212) 860-5831

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Mission Statement

Our vision is to create a safe and inclusive learning environment in which all students in grades 3K-8 are nurtured and developed into lifelong learners that are competent, compassionate, and significant contributors to the world.

Vision Statement

Lexington Academy seeks to maintain an educational environment in which the entire school community, in partnership with community based organizations and families, works to ensure that all students are provided with a rigorous and relevant educational experience and provided with the skills to become competitive members of a global society. Through self discovery, inquiry, and global exploration, all students will receive the tools necessary to become their best selves.

Through collaboration and standards-driven instructional curricular, we will engage all students and assist them in achieving high standards. We believe that all students can meet their full potential when provided the appropriate support and strategies to meet their educational, social and emotional needs. We strive to meet students where they are to allow them to fulfill their greatest potential.

Basic Operational Policies

Arrival Procedures (Line-Up)

School starts bright and early at 8:25 a.m. so be sure to have all your energy ready for a fantastic day of learning and fun. Students in grades K-8 will be allowed to enter the building at 7:45 a.m. and go directly to their meeting area. Pre-K and 3K will be allowed to enter the building at 8:25a.m.

Students in Grades K–5 enter through and go directly to the cafeteria. Students in Grades 6–8 enter through and go directly to the auditorium. Pre-K and 3K will be escorted by their parents into the school to the first floor and students will be received by their teachers.

Late Arrival

It is very important to be in school on time, and ready to start the day at 8:25 a.m. Please enter the building through the main entrance on 104th street. If, for any reason, you arrive after 8:35 a.m., just head to the security desk to get a late pass. After that, you can go directly to your class. Let's all work together to be punctual and have a fantastic day at school.

Dismissal

Students will be dismissed through the following exits:

1. **Pre-K:. Dismissal** Lineup in vestibule.
2. **Grade K: dismissal** Stairwell B or C & lineup in the Yard.
3. **Grade 1: dismissal** Stairwell A & lineup in the Yard.
4. **Grade 2: dismissal** Stairwell B or C & lineup in the Yard.
5. **Grade 3: dismissal** Stairwell B or C & lineup in the Yard.
6. **Grade 4: dismissal** Stairwell B or C & lineup in the Yard.
7. **Grade 5: dismissal** Stairwell B or C & lineup in the Yard.
8. **Grades 6, 7, & 8- 2:45 dismissal** Stairwell D exit out on East 105th Street.

Attendance Policy

We want you to succeed, and attendance is a big part of it. It is very important for all students to be present in school and attend their classes every day. If, for any reason, a student can't make it to school, we kindly ask the parent to call the main office at (212) 860-5831 to let us know. That way, we can mark the absence properly. When the student comes back, don't forget to give your teacher an absence note, so we can excuse that absence.

Absences & Interventions

Number of Absences	Interventions
2 absence	A call home will be placed if you have not already notified the school.
5 or more consecutive absences	A letter will be sent home from our Attendance Team.
10 or more consecutive absences	A letter will be sent home from our Attendance Team and a parent meeting will be scheduled.

P.S./M.S. 72 Bell Schedule 2026-2027

Time	Period	
8:25 - 8:27	MORNING ARRIVAL	
8:27 - 9:12	Period 1	45 minutes
9:12 - 9:14	*Passing Time*	2 minutes
9:14 - 9:59	Period 2	45 minutes
9:59 - 10:01	*Passing Time*	2 minutes
10:01 - 10:46	Period 3	45 minutes
10:48 - 10:50	*Passing Time*	2 minutes
10:50 - 11 :35	Period 4 (Lunch Grades K-2)	45 minutes
11:35 - 11:37	*Passing Time*	3 minutes
11:37 - 12:22	Period 5 (Lunch Grades 3-5)	45 minutes
12:22 - 12:24	*Passing Time*	3 minutes
12:24 - 1:09	Period 6 (Lunch Grades 6-8)	45 minutes
1:09 - 1:11	*Passing Time*	2 minutes

1:11 - 1:56	Period 7	45 minutes
1:56 - 1:58	*Passing Time*	2 minutes
1:58 - 2:43	Period 8	45 minutes
2:43- 2:45	DISMISSAL	

Breakfast

Breakfast is served from 7:45 to 8:20 a.m. every day. When you arrive at school, Students who come to school late can receive a grab and go breakfast from the cafeteria and go directly to their classroom.

Lunch

Lunch will be served in the cafeteria except 3K and Pre-K. The lunch schedule is the following:

- Lower Elementary Students -(3K, Pre-K, Kindergarten, 1st, & 2nd Grade) students will have lunch at 10:50- 11:35 a.m.
- Upper Elementary Students -(3rd, 4th, & 5th Grade) students will have lunch at 11:37- 12:22 p.m.
- Middle School Students- (6th , 7th, & 8th Grade) students will have lunch at 12:24-1:09 p.m.

Bathroom Policy

Your learning space is very important, and we want to make sure everyone stays safe and focused. So, if you need to use the bathroom during class, make sure to ask your teacher for permission. They'll be happy to help you out. Remember, safety first! Whenever you need to leave the classroom, make sure to sign in and out, and grab a pass to take with you. That way, we can keep track and make sure you're always in the right place.

7th Period - Cool Down/Meditation

Hey, middle schoolers! During 7th period, after lunch, let's all stay in our classrooms and continue our learning journey. Remember, leaving the classroom is allowed only in case of emergencies. Your teachers have planned a meditation or relaxation activity right at the beginning of the period. This way, we can all start the second half of the day with a calm and focused mindset, making sure there are no interruptions during classroom time.

Lost and Found

To make sure we can return lost items to their rightful owners, let's remember to label our belongings, like coats, backpacks, and other important items with our names. If you happen to lose something, don't worry! We've got a special lost and found box in the main office. All items we find, we'll put them there, just in case they're misplaced. Students feel free to check the lost and found box if you're missing something. It might be waiting for you there! If parents need to check for lost items, simply schedule an appointment, and we'll be happy to help you out. Let's all work together to keep track of our stuff and make sure everything finds its way back to us.

Student Academic Responsibilities

Grading Policy

The following chart display how the students will be graded:

	Class Participation /Attendance	Classwork	Assessments/Projects	Homework
Kindergarten	30%	25%	40%	5%
1st	30%	25%	40%	5%
2nd	20%	30%	40%	10%
3rd	20%	30%	40%	10%
4th	20%	30%	40%	10%
5th	20%	30%	40%	10%
6th	15%	30%	40%	15%
7th	15%	30%	40%	15%
8th	15%	30%	40%	15%
Cluster	35%	30%	35%	N/A

Below is an overview of how the performance levels on the report card coincide with our numerical grades:

Performance Level 4: Exceeding the standards (90% and above)
Performance Level 3: Meeting the standards (75% - 89%)
Performance Level 2: Approaching the standards (65% - 74%)
Performance Level 1: Below the standard (55% - 64%)

Make-Up Work

We want to make sure you don't miss out on any learning, even if you're absent. Here's how we handle make up work:

- It is a student's responsibility to ask your teachers for the work you missed during your absence. They will be happy to help you catch up.
- We will give you enough time to complete the missed work, depending on how long you were away due to illness. We want to make sure you have a fair chance to catch up.
- You are also encouraged to call your classmates or study buddies to get any assignments you missed. Teamwork makes learning more fun.
- If you're absent for 3 or more days, your parents can call the main office to request make up work from their teachers.
- Once requested, you can pick up the make- up work from the main office the following morning after the request. This way, you won't miss a beat!

Let's all work together to keep our learning on track, even if we have to miss a day.

Online Expectation for Remote Learning Days

Let's have a productive Google Meet and Google Classroom sessions while following these important guidelines:

- Keep cameras on, so we can all see each other's smiling faces and have a more engaging session.
- Respect everyone's privacy, no recording or taking pictures during our online sessions.
- Dress in a way that follows our school's dress code.
- Be punctual and join the meetings on time, just like you would in the classrooms.
- Be an active participant, stay focused, and minimize distractions to get the most out of our time together.

- Use the comment feature responsibly, respecting others' opinions and ideas.
- You're in charge of your assignments, make sure to complete them and submit them on time.

Remember, these guidelines help us create a positive and effective online learning environment. But if any of these expectations are not met, we'll have to inform your parents, and there might be school consequences. Let's all work together to make sure we have a productive virtual session.

Lion of the Month

At our school, we love celebrating good behavior and achievements. Every month, our teachers carefully pick students who show safe, responsible, and respectful behavior to be Lions of the month. You can be chosen for various reasons, like going above and beyond, or being consistently great in both behavior and academics as well as exemplifying our themes of the month. When you become lion of the month, get ready for some exciting appreciation. First, we will take a picture of you to be part of a special slideshow, showing off our shining stars. Then we will present you with a certificate of recognition to mark your achievements. Lastly, we will acknowledge your awesomeness during live assemblies called Community Celebrations, where you'll be in the spotlight. We are so proud of each and every one of you, and it's an honor to celebrate your positive behavior and hard work. Keep being the incredible students you are, and let's make each month a celebration of your amazing accomplishments.

Student of the Month

If you want to be considered for the Student of the Month award, you need to show some qualities that make you standout in our school. We love students who are kind and caring to everyone. If you work hard in school or have shown improvements in your grades, you will make a good candidate for the student of the month award. We love students who go above and beyond to do something extra special for others, who are great leaders and enjoy helping out in our school community. Our students of the month are role models for their peers. They show us all how to be the best we can be.

Student Council

The student council is here to represent all of you and make our school an even better place. The student council team is made up of delegates from 8th grade. These amazing students are on a mission to boost our school spirit and make sure everyone is involved in the school community. They work hard to plan and put together lots of fun events that we all love such as:

- School dances, so get ready to show off your best dance moves.
- School spirit days, where we dress up and show our pride for our school in style.
- Field day is filled with games and memories that we will all cherish.

The student council is amazing at organizing these events and making sure we'll have a blast! So, let's support and cheer them on, and let's make our school the most awesome place to be.

Positive Behavior Intervention Supports (PBIS)

At our school, we have something called PBIS- Positive Behavior Interventions and Supports. PBIS is all about creating a supportive environment where we define, teach, and encourage appropriate behavior throughout the whole school. It is all about kindness, respect, and helping each other. Here's the best part! When any of you go the extra mile to support a classmate, teacher, or our amazing school community, you'll be rewarded with a class dojo point. These points can be used to get an average per class and the class with the highest points can get goodies or prizes of different values. So, let's keep spreading kindness, being helpful, and making our school a place where we all feel loved and appreciated.

Student Advisory Groups (7th & 8th Grade Students)

Middle schoolers, you have the chance to be part of a weekly advisory group. They are here to support you; help you make new friends and provide a safe space where you can be yourself. These groups will be led by your teachers. During these advisory sessions, you will get to connect with your advisor and share your thoughts, feelings and anything that's on your mind. It's an opportunity to express yourself, resolve any issues, and get the support you need. Add Social emotional

Code of Conduct

Our number one goal is to make sure you have a safe, happy and fun learning environment. At Lexington Academy we believe in being responsible for our actions, and that's why we have something called the Discipline Code, which is like a set of important rules for how we should behave in school. It is also known as the Citywide Behavioral Expectations to Support Student Learning. The Discipline Code helps us know the right way to behave and the consequences if we don't follow these rules. We want you and your family to become familiar with these standards. This way, we can all work together to create the best learning environment for everyone.

NYC DOE Discipline Code
Discipline Code (https://www.schools.nyc.gov/school-life/rules-for-students/discipline-code)

Code of Conduct
Our school code of conduct is a guide to becoming responsible citizens. It is all about learning how to conduct ourselves properly and following some important standards. As part of our educational journey, you are expected to:

- Follow teachers' directions
- Obey school rules
- Treat all our fellow students and teachers with respect and kindness
- Come to school on time and be focus in class.
- Complete task on time
- Help maintain a school environment that is safe, friendly, and productive
- Act in a manner that reflects pride in self, family, and school at all times

Dress Code
Our school dress code is all about setting standards for how we dress ourselves while we're at school. The purpose of the dress code is to create a positive and focused atmosphere that is perfect for teaching and learning.
Here is what we need to remember:

- All students should wear a school uniform
- Pants must be worn over the hips, and skirts should be the knee length
- Hats, hoods, bonnets, and bandanas should not be worn in the school.
- Earbuds or headphones are not permitted in the building except for educational purposes with adult permission.
- No showing of undergarments. Please keep it all covered up.
- Tops should cover our cleavage, midriff, and backs
- No crop tops or see-through blouses

ALL dress code violations are at the discretion of school administration

Potential Disciplinary Actions

Behavior that disrupts the educational process in the classroom or on school grounds will not be tolerated. Since each disciplinary situation is unique, the following information should serve as a guide for behavioral concerns and actions.

"Behavioral Concerns" include, but are not limited to:

- Misuse of technology
- Bullying/Harassment
- Cell phone policy violation
- Disregard of school property
- Disruption/non-cooperation
- Excessive lateness
- Failure to be in an assigned detention
- Fighting
- Use of inappropriate language

Action(s) taken in response by teachers/administrators include, but are not limited to:

- Dialogue with student
- Dialogue with parent/guardian
- Referral to administrator, dean, guidance counselor, or social worker
- Restorative circle
- Reteaching expectation
- Written apology
- Daily check in/check out
- Behavior improvement plan
- Detention (lunch detention or after school detention)
- In-school suspension
- Out-of-school suspension
- Social probation

Student Misconduct

1. **Bullying and Teasing:** All students are expected to respect the rights and privacy of fellow students. No student should experience being bullied or unwanted harassment. Any student who experiences difficulties in this area should contact a teacher, guidance counselor, or school administrator with whom he or she feels comfortable discussing the matter. The school staff member will take appropriate action to remedy the situation.

Students who engage in bullying activities will result in disciplinary action.

2. **Cyberbullying:** Cyberbullying is defined as "verbal harassment that occurs during online activities, or use of electronic communication devices, including, but not limited to emails, cellular communications, social networks, blogs, chat rooms, and internet posts, etc:

Examples of Cyberbullying:

- Threatening email or text messages
- Derogatory postings on social networks (Snapchat, Instagram, Discord)
- Harassing instant/direct messaging (IM/DM)
- Using someone's username and pretending to be that person while posting a message

- Forwarding private messages, pictures, or video

Students who engage in cyberbullying activities will result in disciplinary action

3. **Cell Phones and Electronic Devices:** If a student uses a cell phone in class, halls, or restroom, the teacher or another school staff member will remind the student that the item cannot be turned on or used while on school property. **They will ask the student to place it in a secure place within their backpack** (cell phones are to be placed in a Yondr pouch) Meta glasses and smart watches are not permitted on school grounds. Chancellors regulation A-413

Please see below for the following consequences if the student refuses to adhere to the cell phone policy:

- **First Infraction**: Students will be **warned to** put their phone away.
- **Second Infraction:** Cell phone will be confiscated and sent to a school administrator's office. Cell phones will be returned to the student at the end of the school day. Parents will be notified.
- **Third Infraction:**Parents will be notified by school staff member and cell phone will be confiscated. Administrators will return the cell phone to a parent at the end of the school day.

Yondr Pouch- In the beginning of the school year, students will be introduced to the Yondr Pouch. The Yondr Pouch is a bag that is used to store cell phones. The purpose of the pouch is to minimize distractions in the classroom and promote student engagement by eliminating the use of the cell phones.

How does it work?

1. When students arrive at the building, they will place their cell phone in the Yondr pouch. Phones should turn off.
2. Once the phone is in the pouch, it will be locked. Students will be able to carry the pouch with them at all times. However, they will not be able to unlock the pouch and access their phone during the day.
3. The pouch will be unlocked at the end of the day by an administrator or the dean.

4.Cutting/Lateness

a. Cutting: When a student intentionally and secretly skips or misses class without permission. Examples include, but are not limited to:

- Loitering in the halls or other areas during class time
- Leaving class without the permission of the teacher
- Misuse or abuse of a hall pass.

Students who skip class are subject to disciplinary action.

b. Lateness: When a student is late, they are missing valuable instructional time. If a student is more than 5 minutes late without a pass or explanation from the previous teacher, they will be given a warning the first time. Teachers will inform parents of the lateness.

5. **Contraband Items:** Contraband items include, but are not limited to, laser pointers, lighters, matches, water balloons, wallet chains, and fireworks. These items are legal, but are not allowed on school grounds or at school events. These items will be confiscated by staff members and will not be returned to students.

In severe or repeat cases, students are subject to disciplinary action.

6. **Fighting/Play-Fighting:** On school property, students will keep their hands to themselves.

Regardless of intent, students who have their hands on another student in an aggressive manner, or in a manner perceived as aggressive, will be subject to disciplinary action.

7. **Use of Slurs:** Slurs are mean and hurtful words, phrases, pictures, or gestures that target someone because

of who they are. We don't use slurs that are related to race, ethnicity, gender, or anything else that can hurt others. It is important to report any incidents of harassment, including slurs to school officials.

Students who make such slurs shall be subject to disciplinary action.

Rules / Infractions

1. **Detention:** Student may be assigned a detention, when they break a school rule, including, but not limited to: endangering the safety of others, use of profanity or inappropriate language, physical or unwanted contact, disrespect to another student or teacher, damage to school or personal property, possession/use of a squirt gun, repeated classroom disturbances, lunchroom misconduct, bus misconduct, or misbehavior with a substitute teacher. Parents will be contacted when a student receives a detention. Detention will be held during lunch periods or after school.

2. **Principal Suspension:** Students may be assigned in-school suspension for a single major incident. Students will be permitted and expected to make up class work while partaking in the in-school suspension. In-school suspension may be more than one day, depending upon the nature of the offense.

3. **Superintendent Suspension:** Students may be assigned superintendent suspension when other means of discipline are deemed ineffective or when adequate supervision is not possible for in-school suspension. Suspension may be 1-10 days depending upon the nature of the offense. Parents will be contacted by phone and may be required to meet with the principals before the student may return to the classroom. A suspended student will receive schoolwork to complete during the suspension period. Assignments may be obtained from the office beginning with the first day of a suspension. Any missed tests will be rescheduled when the student returns to school. The student will be given credit for properly completed assignments and a grade on any made-up tests.

4. **Social Probation:** Students who are issued a principal or superintendent suspension or earn multiple detentions in one quarter may be placed on social probation. Social probation may restrict a student from attending extra-curricular events that are not directly related to instruction.

Infractions & Consequences Chart

Infraction	First Offense	Second Offense	Three or more Offenses
Class Cutting	The student receives 1 day of lunch detention and parents will be contacted.	The student receives detention in addition to a parent meeting with administration.	The student receives a principal suspension, and a parent meeting is conducted.
Tardiness (To Homeroom or Class)	On **the 3rd tardy day to** class, the student receives lunch detention. The classroom teacher will communicate to the student's parents.	On the **5th tardy** day to class, the student receives detention in addition to a parent meeting with administration. Students will receive 2 days of detentions.	If **lateness persists,** a meeting will be held with the parent and the student to address the concern.
Destruction of Property/ Vandalism	The student will be held responsible for damaged property and will receive 2 days of lunch detention. Parents will be notified.	The student will be held responsible for damage to property and will receive detention in addition to a parent meeting with administration.	The student will be held responsible for damaged property and will receive a principal suspension. Parents will be notified.
Classroom/ Cafeteria/Hall- w ay Disruption	Students receive 1-day lunch detention and are counseled on expectations.	Parents meeting with administration and student receives2 days of detention.	Parents are notified and student receives principal suspension.
Physical Altercation	The parents will be notified. Counseling will be conducted. Students will be held to the consequences set forth by the Discipline Code.	The parents will be notified. Counseling will be conducted. Students will be held to the consequences set forth by the Discipline Code.	The parents will be notified. Counseling will be conducted. Students will be held to the consequences set forth by the Discipline Code.
Intimidating/ Harassing Behavior/ Sexual Harassment	The parents will be notified. Counseling will be conducted regarding appropriate behavior. Students will receive 1 day of after school detention.	A parent conference will be held, and principal suspension will be given. The student will complete an assignment on the negative behavior and receive counseling.	A parent conference will be held. The student will face removal from school-sponsored events. Students will be held to the consequences set forth by the Discipline Code.
Disrespect Toward a Student/Verbal Exchange Between Students	The parents will be notified. Student will receive 1 lunch detention.	The parents will be notified. Students will receive detention in addition to a parent meeting with administration..	The parents will be notified. Student will receive a principal suspension.

Infraction	First Offense	Second Offense	Three or more Offenses
Use of Racial Derogatory Language	The parents will be notified. Student will receive a principal suspension and counseling.	The parents will be notified. Counseling will be conducted. Students will be held to the consequences set forth by the Discipline Code.	The parents will be notified. Counseling will be conducted. Students will be held to the consequences set forth by the Discipline Code.
Excessive Physical Contact (Hitting/Scuffle)	The parents will be notified. Students will receive lunch detention.	The parents will be notified. Students will receive principal suspension and counseling.	Students will be held to the consequences set forth by the Discipline Code.
Disrespect Toward Authority	The parents will be notified. Student will receive 2 days of lunch detention.	The parents will be notified. Student will receive 2 days detention in addition to a parent meeting.	Student will receive principal suspension and counseling.
Misuse of School Technology	The parents will be notified. Students will receive 2 days of lunch detention.	The parents will be notified. Students will receive additional day of detention in addition to a parent meeting. There will be temporary revocation of technology privileges.	A parent conference will be held. Students will receive a principal suspension. There will be temporary revocation of technology privileges.
Dress Code	The parents will be notified.	The parents will be notified. Student will receive lunch detention.	The parents will be notified. Student will receive after school detention.

* Repeated offenses will be handled on a case-by-case basis and more severe consequences will be given based on the Student Code of Conduct. *

Student support and interventions may be used in lieu of or in tandem with disciplinary responses.

Supports and Interventions:

1. Collaborative problem solving
2. Conflict resolution
3. Individual behavioral contract
4. Functional Behavioral Assessment (FBA)/Behavioral Intervention Plan (BIP)
5. Guidance conference
6. Individual/group counseling
7. Individualized Support Plan (ISP)
8. Positive behavioral interventions and supports (PBIS)
9. Intervention by counseling staff
10. Parent Outreach
11. Referral to Pupil Personnel Team (PPT)
12. Restorative practices
13. Referral to counseling service

Lexington Academy

Principal: Dr. T. Smith
Assistant Principal: Ms.E. Lugo

Assistant Principal: Mrs. L.Rodriguez
Parent Coordinator: T. Nickens

Student Agreement

I,_____, of Class_____,

have read and understand the contents of the Lexington Academy Student Handbook. I pledge to follow all school-wide policies and procedures to the best of my ability. I will do my best to be a positive member of Lexington Academy school community. My guardians have read and reviewed the Handbook with me.

My Signature:_____

Date:_____