

# West Lenoir Elementary



125 Maple Drive NW  
Lenoir, NC 28645  
Telephone: (828) 754 – 5161

Travis Gillespie, Principal

## Our Why:

*Empower all students to make the choice to find their success, improve their outcomes and show integrity.*

**This Student Planner belongs to:**

**Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

**Homeroom:** \_\_\_\_\_

## **West Lenoir School Guidelines and Procedures**

Many of the guidelines and policies listed in this section are formed from the Caldwell County School Board (CCSB) policies that are referred to in most sections. Much of what is contained here is direct quotation or paraphrase of the exact policy.

All CCSB policies cannot be printed here in their entirety because of space limitations. A comprehensive and current listing of ALL CCSB policies can be found online: [https://boardpolicyonline.com/bl/?b=caldwell\\_county](https://boardpolicyonline.com/bl/?b=caldwell_county).

A hard copy of a particular policy can be provided by the school at the request of a parent or student during the regular school hours.

All students and parents sign a form that acknowledges they have read this entire handbook. All items contained within apply to all students, even if they fail to read the handbook. Any parent or student with questions or concerns regarding West Lenoir School guidelines, procedures, or policies may contact the principal.

## **School Safety**

School safety is a top priority for the school administration and for our staff. Each school has a Crisis Management Plan that addresses major crises such as bad weather, armed intruders on campus, chemical spills, etc. It also defines the steps that should be taken to ensure the safety of our students. Law enforcement and emergency agencies work closely with school administration to prevent or prepare for these incidents that could threaten the safety of our students. As our culture and environment continue to change, crisis response is modified to meet the current demands in society. Each year schools are required to conduct at least two lockdown drills in an effort to be prepared for emergencies. For more information on this topic please contact the School-Community Relations Office at 728 – 8407.

## **Equal Educational Opportunity**

The Caldwell County Board of Education and West Lenoir Elementary School has a policy that states that no student or employee shall, on the basis of race, religion, national origin, sex, or disability be denied the benefits of or the right to participate in any program or activity offered by the school system. Programs, activities and facilities of the Caldwell County School System are available to all on a nondiscriminatory basis, without regard to race, color, creed, religion, sex, age, handicap, or national origin. The school system is an equal access Equal Opportunity Employer. Questions pertaining to educational equity, equal opportunity, or equal access should be addressed to:

Associate Superintendent of Human Resources  
Caldwell County Schools,  
1914 Hickory Blvd. SW  
Lenoir, NC 28645  
Phone: 828-728-8407

## **DIRECTORY INFORMATION**

West Lenoir School may release directory information about students including name, address, telephone listing, date and place of birth, participation in school activities, height, weight, class rank of athletic team members, dates of attendance, degrees and awards received, and the school last attended. Such information will be available for release unless the parent or student over the age of 18 requests that such information be withheld. Parents or eligible students have the right to object to the release of directory information or challenge the accuracy of the information by informing the school principal in writing. If dissatisfied with the principal's decision the parent or eligible student may appeal the decision to the Superintendent. (CCSB Policy 4700: Student Records)

The primary purpose of directory information is to allow the Caldwell County Schools to include this type of information in certain school publications. Examples include:

- The yearbook;
- Honor rolls or recognition lists;
- Graduation programs; and
- Sports activity sheets.

## **Custody**

In situations where a parent has sole custody, a copy of the custody papers needs to be filed in the principal's office. If this applies to your child, please bring your custody papers to the office so a copy can be made and kept on file. Without court documentation of sole guardianship we are not allowed to stop a parent/guardian from school activities or picking up students if they have joint custody or no plan has been set in place.

## **Integrated Pest Management (IPM)**

The Caldwell County School system utilizes an Integrated Pest Management (IPM) approach for controlling insects, rodents, and other pests. Parents have the right to be notified in advance of specific pesticide applications made at the school. To view Policy 9205 in its entirety and to download a notification request form, go to [www.caldwellschools.com/Students/Integrated Pest Management](http://www.caldwellschools.com/Students/Integrated Pest Management). ([CCSB Policy 9205: Pest Management](#))

## **Arrival and Drop-Off**

The school day begins promptly at **8:10**. All students are expected to report to their classrooms at 8:00 to allow time to unpack and prepare for the school day. Students arriving after 8:10 am must report to the front office to receive a tardy slip.

Parents/Guardians will drop students off at the side entrance of the school. Students are to report to class without parents unless a conference has been scheduled by the teacher or administration. If you must come into the building, park in a visitor's parking or along Poplar Street. Do not park in the back of the building or let your children off there. Please do not park or block a handicapped parking space unless you have a permit. Parents/Guardians may drop students off between 7:40-8:00 each morning. No student should arrive at school before 7:40 due to a lack of supervision. All students will report to the cafeteria until they are dismissed to their classrooms at 8:00. Students are not permitted in their classrooms before the 8:00 bell unless instructed by their teacher.

## **Dismissal and Pickup**

During afternoon dismissal first load bus riders and car riders will be dismissed at 2:50 pm. Parents/Guardians are **not** permitted to pick up car riders inside the school after 2:20. All parents picking up students must go through the car line. All car riders will walk down to the the main hallway outside the office to be picked up by their parent or guardian. Please make sure that your student information is located in a visible spot to ensure the safety of our students.

## **Deliveries**

The Caldwell County School Board has eliminated the delivery of flowers, balloons, pizza, etc. to school. Therefore, we will not accept any delivery to our students. (CCSB Policy 6560: Courier Service/Deliveries/Mail to Employees)

## **Cafeteria**

West Lenoir School will serve breakfast in the cafeteria this year. Breakfast will begin promptly at 7:40. Students are encouraged to participate.

Students may pack their own lunch but may not bring soft drinks. Fast food and other outside food items are not allowed in the cafeteria due to our state food and nutrition laws.

Parents/Guardians are encouraged to eat lunch with their children. However, please do not check your students out after lunch unless it is an emergency. All time and subjects at school are important. Students get behind when they miss any part of instruction.

All students enrolled at West Lenoir School receive free lunch and you do **not** have to fill out the free and reduced lunch forms. If a student leaves West Lenoir, he or she may be required to fill out free and reduced lunch forms at the new school.

## **WLES Academics**

All teachers utilize a core curriculum, along with NC Essential Standards to guide their instruction. Textbooks, resources, and other materials are used to provide quality instruction for all students. Students in grades 3 – 8 receive report cards with letter grades of A, B, C, D, or F each nine weeks grading period. End-of-Grade tests are administered in May or June for students in grades 3 – 8 reading and math as well as science in grades 5 and 8. Students in all grade levels receive enrichment instruction in PE, Music, Media, and Computers.

Teachers are available to students who qualify for Exceptional Children's programs, including Speech and ELL services. Caldwell County Schools provide Academically/Intellectually Gifted services for students meeting eligibility criteria. Referrals for these programs or additional information may be acquired by contacting the resource teacher or AIG Specialist at the school. (CCSB Policy 7521: Grade Reporting and other sections within the 7000 series: Curriculum & Instruction Section)

## **Homework**

Each teacher assigns homework that he/she feels best helps their students. Homework is assigned primarily to practice a skill learned in class. Parents/guardians should provide support by asking children about homework and checking their student planner each night.

## **Grading**

Progress reports will be sent home with your child at the middle of each grading period. This will give you the opportunity to reward/praise your child for his/her accomplishments or to establish expectations for improvement. Report cards will be sent home with your child within ten days after the end of the nine-week grading period.

Parents/Guardians may also access student grades at any time through the HomeBase Parent Portal. This system allows Parents/guardians to access their child's attendance, grades, and information online. You must create an account with a username and password before access is granted. Go to the following link for instructions on creating your account:

<https://www.caldwellschools.com/Page/2181>

Once you have created your account, you may access to the PowerSchool Parent/Student login using the Quick Links drop down menu located in the upper right corner of our district homepage.

## **HONOR ROLL**

Students in grade 3-5 are eligible for the A or A/B Honor Roll at the end of each grading period. This is published in the Lenoir News Topic. In order to be eligible a student must meet the following requirements:

- A Honor Roll = No grade less than *A*, no grade of *Unsatisfactory* for a subject, no grade of *D* or *E* on conduct.
- B Honor Roll = No grade less than *B*, no grade of *Unsatisfactory* for a subject, no grade of *D* or *E* on conduct.

## **Awards**

West Lenoir School will honor students at Awards Days throughout the year. The awards ceremonies will be announced in advance in order to encourage parent involvement. Requirements to receive individual awards will be explained by your child's teacher. (CCSB Policy 7522: Honors Section within 7000 series: Student Section)

## **Conferences and Parent Involvement**

Parents are important partners in the educational process and play a vital role in working with teachers to ensure that students meet high behavioral and academic standards. We encourage parents to be involved in their student's school experience by volunteering, sending notes, making notes in the student's agenda, calling the teacher to talk/conference during non-instructional time, and become part of our PTA program.

Your child's teacher will be happy to arrange a conference with you that can include your child's regular teacher, resource teacher if applicable, Encore teachers, and/or the principal. Please contact the school office between 7:40 a.m. and 4:00 p.m. to arrange a conference that will be convenient for you and the parties involved.

Please remember that if you call to talk with a teacher during school hours you will be sent to voicemail or be asked to leave a message. Teachers can return phone calls during their planning periods. We want to protect the instructional time for our students.(CCSB Policy 7532: Shared Accountability Standards)

### **Visitors and Volunteers**

We welcome parents and community members to volunteer at West Lenoir. Parents/Guardians are also welcome to eat lunch with their children. However, due to possible conflicts of interest, parents are not allowed to volunteer in their child's classroom or enter the classroom without prior knowledge or approval by the principal. Parents/Guardians that do request to volunteer, if permitted, will be placed in an appropriate area by the principal. Volunteers who are interested in serving as a chaperone, math tutor, reading tutor or volunteer coach are required to have a criminal background check prior to participation. In these specific areas of volunteerism, applicants must also have prior permission from the school administrator before completing the online application.

Every visitor must check in at the office and get a visitor's badge to wear during the time spent at school. Visitors are not permitted in the classroom during instructional time. The safety of our students is very important to us and every attempt is made to ensure their safety. All visitors and volunteers are expected to behave in an appropriate manner while on school grounds, when attending school events and on field trips. If an individual disrupts the educational environment, acts in a disorderly manner, exhibits unusual/threatening behavior, damages school property, or violates board policy they will be asked to leave. If they do not law enforcement will be notified and appropriate action will be taken.

### **Attendance**

The CCSB and West Lenoir School staff seek full cooperation from parents and students in promoting good attendance and punctuality. The primary responsibility for school attendance rests primarily with students and parents. Our Student Services Staff help promote regular student attendance and address attendance issues if they arise. Parents/Guardians should carefully read the entire CCSB policy on attendance for elementary school students to make sure they are familiar with all requirements and laws.(CCSB Policy 4400: Attendance Section within the 4000 series: Student Section)

Quality instructional time is a top priority for Caldwell County Schools. Regular attendance is a very important factor in student success. Work missed while a student is absent is difficult to make up as there is no substitute for quality instructional time, classroom discussion/activities, and interaction. Regular attendance is required by the Compulsory Attendance Law. Excessive unexcused absences may result in one or more of the following:

\* An attendance contract with specific requirements/ consequences will be in place for those who fail to meet the expectations for student attendance:

- The students may be retained in the same grade at the end of the academic year.
- Notification of the appropriate county and state officials (i.e. District Attorney, Social Services, etc.)
- Other corrective action as deemed appropriate and necessary by the Attendance Committee and/or principal.

Parents may request assignments for absent students by 9:00 a.m. and pick them up between 2:50 – 3:15 p.m. or have them sent home with the student's sibling. Parents/Guardians will be notified at the third, sixth, and tenth unexcused absence. Students having more than ten unexcused absences may not be promoted to the next grade level. (CCSB Policy 4400: Attendance Section within 4000 series: Student Section)

If a student is absent please send a written excuse to the teacher stating the exact reason for the absence within three days of the students return to school. Please do not write notes in planners. All notes must be written on a separate piece of paper. All notes need to be brought to the office and not given to teachers. Students with over five absences may be required to return with a doctor's note per absence thereafter.

**Tardies**

Students who arrive at school after the **8:10** bell must report to the office with a parent to check in for a tardy slip. If your child is attending West Lenoir as a transfer student, excessive tardies and/or absences are grounds for the student to be returned to their home school.

**Early Check Out**

When a student needs to leave early, the parent/guardian must come into the school to pick up the student. The parent/guardian must sign the student out in the school office and should not go directly to the classroom. In order to maintain safety, students are not allowed to leave the classroom without being dismissed from the office. Students will not be allowed to use the telephone to ask permission to go home with another student and are discouraged from using the telephone for matters other than emergencies. When a student is checked out you must give the code word to the office before a student is released; there will be no exceptions.

**Inclement Weather**

In the event of bad weather the Caldwell County School System will make announcements concerning school on the local radio stations and several television stations. An information line is also available with information concerning school closings, delays or early dismissals. The number is 728-2800. Any messages should be on the line by 6:00 AM. Please do not call the school or police department. There is a section of the Student Information Sheet that is sent home at the beginning of the year that asks for bad weather arrangements. Make sure that the school has instructions as to what to do should school be dismissed early due to bad weather or other emergencies.

The school principal will also send an Alert Now message to parents should there be a delay in schedule, school closing, or mechanical problem with buses. Alert Now messages will not reach you if we do not have updated phone numbers or email addresses though.

**Contact Information**

It is very important that the school always have the correct address and working telephone number for each student for use in an emergency. It is also important that the school have a current work address and telephone number (including extension) for each parent or guardian. Please notify the school as soon as possible of any changes in your child's emergency contact information.

**Bus Transportation**

Students who live in the West Lenoir School district have the option of riding a school bus to and from school. Bus transportation is a privilege and not a requirement. Bus stops will only be made at a residence of a current student within the school district. Bus stop changes must be requested to the bus garage before any route change/stop will be altered.

Students residing in an area outside of the West Lenoir district on transfer must provide his/her own transportation to and from school. For approved in-county student transfers, it is permissible for students to ride a school bus, provided there is space available from any normal bus stops within the West Lenoir district. This is dependent on transportation for the student from the bus stop. Transfer students must get approval from the principal to ride the bus from a West Lenoir resident's stop.

All school rules apply on school buses and around school bus stops. These rules will be strictly enforced to ensure the safety of all our students. Students who do not follow the bus rules will have disciplinary action that may include assigned seating, administrative disciplinary action, or have their privilege to ride the bus suspended and/or revoked by the principal. (CCSB Policy 4300: Student Behavior Policies)

<b>Bus Expectations</b>	
<b>Safety</b>	<b>Stay in your seat, facing forward with bookbag in your lap</b>
<b>Ownership</b>	<b>Keep bus clean, treat others the way you want to be treated, be on time to bus stop, get to and from bus quickly</b>
<b>Achievement</b>	<b>Get to and from school safely</b>
<b>Respect</b>	<b>Treat driver and other passengers kindly</b>

### **Change in Transportation**

If you must make an emergency transportation change for your child, please contact the office by 9:00 a.m. if possible. No transportation changes will be made after 2:00pm. Transportation changes should only be made when absolutely necessary. If a student is a car rider, the person picking the student up must know the code word before the child will be released. Moving a student to another bus will be done if space is available and at the principal's discretion. If a child is riding home with another student **both students must have a note**. If both students do not have a note the students will go home as usual with no transportation change.

### **Student Rights and Responsibilities**

Students have rights and responsibilities that should be recognized and respected. Every right carries with it certain responsibilities, among which are:

- the right to a quality education; the responsibility to put forth their best efforts during the educational process
- the right to equal education opportunity and freedom from discrimination; the responsibility not to discriminate against others
- the right to attend free public schools; the responsibility to attend school regularly and observe school rules essential for permitting everyone to learn at school
- the right to be respected; the responsibility to respect others, particularly the adults involved in the education process, and the property of others

### **Dress Code**

Student dress and appearance are the responsibility of the parents/guardians. Student dress often establishes a pattern for classroom behavior. It also determines how children feel about themselves. Students enrolled in Caldwell County Schools should come appropriately dressed for comfort, learning activities, weather, and safety. A student's appearance, mode of dress, or condition of personal hygiene shall not distract or disrupt the learning environment or constitute a threat to the safety, health or well-being of students and staff. Clothing should fit appropriately and not expose too much of the body.

Clothing, jewelry, or accessories that display or suggest alcoholic beverages, drugs, tobacco products, violent acts or hatred are/is strictly prohibited. Clothing, jewelry, or accessories with letters, initials, symbols, or wording that is obscene, threatening, offensive, inflammatory, distracting, disruptive or detrimental to the instructional process are not permitted. Shoes must be worn at school at all times. Students should wear safe and comfortable shoes. Tennis shoes are encouraged to allow students safe participation in daily activities and may be required for specific activities such as Physical Education.

Examples of inappropriate dress include but are not limited to:

- Hats and bandanas inside the building (males or females)
- Sunglasses
- Visible undergarments or undergarments worn as outer garments
- Body Piercing other than ears
- Excessively revealing clothing
- Pajamas except on designated "Pajama Days"
- Flip-flops or sandals are not allowed in the gym area
- Spaghetti strap (very thin) strap blouses

- No sleeveless shirts
- Items that could be considered as weapons
- Bare midriffs (stomach)

(CCSB Policy 4300: Student Behavior Processes)

\* Students who are not in compliance with the dress code will be required to change immediately or sent home depending on the situation.

### Positive Behavior Intervention and Support

West Lenoir will be utilizing the Positive Behavior Intervention and Support (PBIS) framework to define expectations and reinforce positive/appropriate school behavior. Expectations for student behavior are posted throughout the school and retaught on a regular basis. All students are expected to adhere to these expectations. Students following expectations will be rewarded consistently. In addition, parents can expect a weekly reflection that should be signed and returned the following Monday.

<b>Together We SOAR</b>							
	<b>Classrooms</b>	<b>Hallways</b>	<b>Bathroom</b>	<b>Cafeteria</b>	<b>Playground</b>	<b>Discovery Zone</b>	<b>Bus</b>
<b>Safety</b>	<b>Keep hands and objects to yourself</b>	<b>Stay to the right, hands by your side, use all stairs when traveling</b>	<b>Wait for your turn patiently</b>	<b>Eat first, talk later</b>	<b>Use equipment properly, stay within teacher designated boundaries</b>	<b>Stay seated in designated area</b>	<b>Stay in your seat, facing forward with bookbag in your lap</b>
<b>Ownership</b>	<b>Take responsibility and own mistakes</b>	<b>Be responsible for yourself</b>	<b>Wash hands (1 squirt of soap/1 paper towel), Paper towels in the trash</b>	<b>Get everything you need the first time, clean up after yourself</b>	<b>Wear appropriate clothing, take responsibility for your actions</b>	<b>Be prepared with all materials</b>	<b>Keep bus clean, treat others the way you want to be treated, be on time to bus stop, get to and from bus quickly</b>
<b>Achievement</b>	<b>Do your best</b>	<b>Go directly to your destination</b>	<b>Get in and out</b>	<b>Encouraging conversations, use your manners</b>	<b>Keep moving</b>	<b>Ready to learn</b>	<b>Get to and from school safely</b>
<b>Respect</b>	<b>Treat others the way you want to be treated, use your manners</b>	<b>Greet others with a quiet wave, speak to adults when spoken to</b>	<b>Clean up after yourself</b>	<b>Use inside voice, include everyone around you, be polite to cafeteria staff</b>	<b>Take care of equipment, include everyone, be a good friend</b>	<b>Follow teachers instructions, be polite to others</b>	<b>Treat driver and other passengers kindly</b>



All teachers will follow set procedures for addressing behaviors. The procedures below are designed to reflect, reteach, and reinforce positive behaviors.

Minor Incidents		Major Incidents
1st Incident	Verbal Warning & Reminder of Expectation	Office Referral
2nd Incident	Active Reflection: Written explanation of expectation not met, consequence, and verbal discussion with teacher.	
3rd Incident	Parent Contact & Minor Incident Referral	
4th Incident	Office Referral	

### **Bullying**

West Lenoir will not tolerate bullying/harassment of any kind. All bullying complaints are investigated thoroughly by the Principal and Counselor. A complaint should be filed as soon as possible but no later than 10 days after disclosure or discovery of the facts giving rise to the complaint. Complaints submitted after the 10-day period may be investigated; however, individuals should recognize that delays in reporting may significantly impair the ability of school officials to investigate and respond to such complaints. Written notification will be provided to both the complainant and the perpetrator within 15 days of receiving the complaint. If the complaint is found to be accurate it will be addressed with appropriate disciplinary action.

### **Prohibited Items**

The teacher or principal reserves the right to confiscate any item brought by a student that causes a disruption or is not allowed. These items will be kept until a parent or guardian picks them up from school. Weapons or drugs of any kind will be turned over to law enforcement officers. Student desks and classroom cubbies are school property and may be searched at any time by the principal or teacher. Student book bags and other belongings may be searched if the staff has a reasonable suspicion of the possession of an unacceptable item. The following Items are prohibited on any school property:

1. Toys (including trading cards)
2. Chewing gum
3. Electronic games, iPods, iPads, etc.
4. Extra money
5. Pets and other animals
6. Hats (except Field Day and certain Field Trips)

### **Cell Phone Use**

Students who have cell phones on school grounds must keep them turned OFF and in their book bag during the school day (from 7:40 a.m. to 3:00 p.m.) and may not use them without prior permission of the teacher or principal. A student may not use a cell phone or electronic device at any time for any reason without permission including, but not limited to: checking the time, checking for messages, texting, Facebook, Twitter, etc. The first offense will result in the device being confiscated, and returned to the child at the end of the school day. If a second infraction occurs the parent/guardian will be required to pick up the device from the office at the end of the school day. Further offenses may result in other disciplinary action such as detention, ISS, and/or OSS.(CCSB Policy 3300: Student Conduct)

### **Character Education**

The Board of Education has adopted nine character traits that are to be taught and modeled in our schools: courage, integrity, good judgment, kindness, perseverance, respect, responsibility, self-discipline, and tolerance. We will be studying several during the school year to spotlight these traits. Please help by using these traits at home and praising your child for using them.

### **Drills: Fire, Tornado, and Lockdown**

Fire drills, tornado drills, and lockdown drills are held periodically during the school year. Students will be instructed on specific procedures.

### **Field Trips**

Field trips will be closely tied to the curriculum. Notice of field trips will be given to parents by teachers. Permission slips will be sent home to be signed by the parent/guardian, returned to the school, and kept on file. Teachers may require several forms to be completed depending on the field trip. All trips will be kept as affordable as possible. Any parent with concerns or questions about a particular field trip or the cost should contact the teacher.

Please remember that parents are not allowed to ride the bus for field trips. All students must ride the bus to the field trip site and back to West Lenoir Elementary even if the parent is considered a chaperone for the trip. (CCSB Policy 3320: Students)

### **Fines/Fees**

All fines and fees (including lost/damaged textbooks, unpaid cafeteria debt, or lost/damaged library books, etc.) generated by a student are expected to be paid immediately. If a parent/guardian has a circumstance where it is difficult to pay the fines/fees the parent/guardian should contact the principal to work out a suitable agreement.

Students with unpaid fines/fees may not be allowed to participate in special events, extracurricular activities or programs at the discretion of the principal. All fines/fees must be paid by the end of each academic year.

### **Insurance**

Membership in a group accident insurance program will be made available to students each year. In arranging for this insurance, the Caldwell County Board of Education will make every reasonable attempt to identify a company offering comprehensive insurance at economical rates. Information on the plan will be made available through school publications.

Purchase of this insurance constitutes an agreement between the student and/or parent and the insurance company. The school system is not a party to this agreement. The school system does not assume any contractual responsibility for expenses not covered by insurance.

Students who choose to participate in interscholastic activities at the middle and high school levels are provided blanket group athletic coverage. This coverage applies to injuries resulting from athletics only. A Schedule of Benefits shall be provided to all Athletic Directors. A copy of the Schedule of Benefits shall be distributed to all parents at the pre-season meeting for all sports. The Superintendent may designate other activities, including certain school trips, as requiring accident insurance. (CCSB Policy 4220: Student Insurance)

## **Illness at School**

Students who become ill while at school must report to the teacher. **Students who are running a fever or vomiting may not remain at or attend school functions. Students may not return to school until they have been fever free for 24 hours without the aid of fever reducing medications.** In the interest of the health of ALL students, parents should always keep sick children at home or seek the advice of a physician. Injuries requiring medical attention will be handled on an emergency basis and parents will be notified.

## **Administration of Medication**

If it is necessary for your child to take medication during school hours a Permission to Give Medicine form must be signed by a medical doctor and kept on file. The consent form must include the dosage and times to be administered. All medications must be in the original container and prescribed by a physician. This includes any and all over the counter medications. Use of over-the-counter medications without medical consent will result in disciplinary action. A specially trained person will administer all medications given to students. All medications must be dropped off and picked up by a parent or guardian. A Caldwell County Schools Medication Procedures brochure with appropriate consent forms and instructions will be sent home with students at the beginning of school. ([CCSB Policy 6125: Administering Medication to Students](#))

## **Screening for Hearing and Speech**

Mass Pure-Tone Hearing Screenings will be conducted annually for Kindergarten, 1<sup>st</sup>, 3<sup>rd</sup>, and 5<sup>th</sup> grades. Parents who do not wish for their child to participate in the mass hearing screenings will need to inform the school in writing within 5 days of starting school. Students in other grades who are suspect for hearing difficulties will be screened individually after obtaining parental permission. Mass Speech and Language Screenings will be conducted for Kindergarten only. Any other student who is suspect for speech and language delays will be screened individually after obtaining parental permission.

## **Immunization**

North Carolina state law requires that any students enrolling in public school for the first time or coming from outside our school system present his/her birth certificate and immunization record when registering. A physical examination must also be completed for students entering school for the first time. Parents/guardians are given 30 days after enrollment to provide this information or the child must be suspended until records are in order.

## **Out of District (Transfer) Students**

If you have moved out of the West Lenoir School district during the school year you will need to enroll in the school district that you have moved to or apply for a student transfer. All transfers filed will need the principal's and Caldwell County School Board's approval. Failure to apply for transfer will result in the student returning to their home school. In accordance with the Transfer Policy, out-of-district students must have good attendance, be on time, and remain in good standing with the school concerning behavior. When an out-of-district student reaches **10 tardies or absences**, it will be recommended to the Superintendent that they return to their home school.

## **Media Center**

Our school has books, magazines, newspapers and reference materials in the Media Center for students to use. Students are given the chance to check out books every day. It is the student's responsibility to make sure that books are returned on time so that others may use them. If books are lost or damaged beyond repair the student will be expected to pay for damages.

## **Physical Education**

Every day your child will be involved in PE class. Daily physical activity is an important part of your child's overall well-being and is required as part of their grade. Any child unable to participate in PE must have a written statement from a doctor. Otherwise he/she will be expected to take part in all activities. Please have your child wear the appropriate clothes and shoes for PE.

## **Parking**

Parking is rather limited at the school, particularly in the afternoons. At other times of the day cars may be parked in front of the school between the buses. Please do not park in the back of the building or in designated handicapped spaces (unless you have a permit).

## **Technology**

West Lenoir has two networked computer labs with approximately 60 stations for students. Additionally, computers are available in each classroom and are networked throughout the school and internet accessible. All students and parents/guardians must sign an Internet Use Policy each year before students will be allowed to use the computers. Students must abide by the internet guidelines at all times. Failure to do so may result in privileges to be suspended or revoked. These rules also include any personal devices on campus. All students will have a calculator and Chromebook checked out to them to be used at school. If these items are lost or damaged, it is the responsibility of the parent/guardian to pay for damages or the replacement of the device.

## **Web Page**

West Lenoir has a web page which is updated regularly. A current and updated calendar is posted for parents to see at any time. We recommend that you bookmark the website and visit it daily to keep up with new happenings and your child's classroom.

## **Textbooks**

Textbooks issued to students are the property of the Caldwell County Board of Education. Textbooks should be used with care and returned in good condition. Students will be responsible for books which are lost, stolen, or damaged beyond use.

## **PTA**

West Lenoir's Parent Teacher Association will meet periodically throughout the school year. Dates for PTA meetings will be announced well in advance to encourage involvement. All parents and community members are invited to join our PTA and attend the meetings. We believe that the more involved our parents are the more successful our students will be each year. Children must remain with parents during PTA meetings and events held during the school year. A contact page for the West Lenoir PTA members is on the West Lenoir School homepage that includes email and phone information. Please contact with any questions concerning our PTA program. (CCSB Policy 9110: Parent Organizations)

## **Parent and Family Engagement**

West Lenoir Elementary recognizes and emphasizes the importance of a strong parent and school partnership and relationships. Parents, teachers, administration, and the community collaborate to provide the very best educational opportunities for all students at West Lenoir Elementary. We invite, encourage, and expect parents to be active participants in their children's education. West Lenoir Elementary Parent Involvement Policy assures that parents have access to resources and all available information impacting their children's education.

- Parents are invited to an annual public meeting early in the school year to review, discuss, and share information about our Title I Program.
- Open House is held at the beginning of the school year.
- Parent meetings are conducted throughout the year to accommodate parent, student and teacher needs to help students succeed.
- Parents are involved in planning and review of the Title I Plan and the School Improvement Plan. Surveys, grade level meetings, open information meetings and utilization of parent input in our School Improvement Plan will assure parent's concerns are utilized.

- Parents are provided current information on curriculum goals for each grade level through North Carolina's Standard Course of Study, North Carolina's Read to Achieve requirements and through teacher web pages. This information is also provided by our teachers and through West Lenoir's web/Facebook page.
- Parents are provided opportunities for meetings with teachers and /or administration to receive suggestions and information regarding student's education and behavioral progress through our Student Support Team and Parent Conference Days.
- Parents are provided surveys to gather information on current programs to help assess their effectiveness.
- Parents are provided "School-Parent Contracts" to further build educational partnerships for our students.
- Parents have opportunities through school events, teacher and administrative conferences, along with written reports to learn about state academic standards and student's current progress.
- Parents are provided various informational meetings and materials at Reading/Math Nights which can help them work more effectively with their children.
- Parents are encouraged to volunteer in classrooms, the office, the media center, etc.
- The Parent Teacher Association contributes funds for teachers to purchase classroom resources through money collected through dues and fund raising projects.
- School personnel communicates through Daily Planners, Progress Reports, Report Cards, Parent Conferences, Tuesday Folders, automated phone calls, and teacher made web pages to build strong parent-school partnerships.
- School Personnel coordinate and inform parents of parent involvement programs and activities that are available to them. Yearly activities include: Grandparents Day Lunch, Grade Level Night, and Holiday Lunch Meals to name a few.
- School Personnel organizes and coordinates Christmas donations for less fortunate students and families.
- The Backpack Program with Yokefellow has been initiated and continued this year.
- School Personnel provides parenting resources through the guidance counselor, nurse and social worker.
- School Personnel submits referrals for parents and families for community resources and coordinates parent emergency funds for families with financial difficulties through community resources (Child Family Support Team).
- The school ensures that all information is available and accessible to parents in clear and precise language to assure understanding.
- The school assures opportunities for parents with limited English proficiency, parents with disabilities, and parents of migratory students to be involved through the use of interpreters and appropriate written materials.
- The school assigns the Student Support Team to be a liaison between parents and teachers.
- Our PTA offers multiple fundraising and community events to support our students
- Parents are encouraged to participate in the Summer Reading Program with their children.