

# LOWER CREEK ELEMENTARY SCHOOL

2022-23

## Student/Parent Handbook



### **LCES Vision:**

**L**earning + **C**haracter **E**quals **S**uccess

### **LCES Mission:**

Lower Creek Elementary School strives to develop life-long learners and responsible citizens by providing a safe environment that focuses on the successes of each child.

630 Lower Creek Drive, NE Lenoir, North Carolina 28645 (828) 754 – 4022

updated 9/16/22

# **TABLE OF CONTENTS**

**CLICK ON THE SECTION BELOW!**

<b>A MESSAGE FROM THE PRINCIPAL</b>	<b>3</b>
<b>SAFETY PROCEDURES</b>	<b>4</b>
Visitors	4
School Safety	4
Custody	4
Deliveries	4
Notice of Directory Information	4
Contacting the School	5
Integrated Pest Management	5
<b>ARRIVAL AND DISMISSAL</b>	<b>5</b>
Schedule for the School Day	5
Arrival Procedures	5
Departure Procedures	5
Early Dismissal	6
Inclement Weather	6
Here Comes the Bus	6
<b>STUDENT RECORDS: ATTENDANCE &amp; GRADES</b>	<b>6</b>
Attendance	6
Make-Up Work	6
Grading/Report Cards	6
<b>STUDENT PROCEDURES</b>	<b>7</b>
Cafeteria	7
Field Trips	7
Medicine	8
Speech/Hearing Screenings	8
Care of Property	8
Use of Wireless Communication Devices	8
<b>FOLLOWING THE RULES</b>	<b>8</b>
Buses	8
Student Dress Code	9
Positive Behavior Interventions & Support (PBIS)	9
Student Accountability	10
Nondiscrimination Clause	12
<b>Caldwell County School Board Policy</b>	<b>12</b>

# A MESSAGE FROM THE PRINCIPAL

Greetings from Lower Creek Elementary School and welcome to the 2022-2023 school year! Throughout the year, exciting things will be happening in our classrooms and on our campus! I encourage you to get involved by joining our PTA, volunteering at school activities, and staying active in your child's education. **You** are the best gift you can give your child. You are your child's most important teacher. The elementary years go quickly, but they are among the most important and fundamental years of your child's life. It is my desire to keep the focus on increasing student achievement and doing whatever it takes to help ALL our students be successful and enjoy coming to school each day. I believe that learning should be fun and that an elementary school should pave the way for a lifetime of learning.

Respectfully,

Mrs. Cooper



# SAFETY PROCEDURES

Parent involvement is essential for the success of every student. Please attend parent conferences and keep an open line of communication with the classroom teacher, working together through questions and concerns. We also encourage you to volunteer and be active in the educational programs of Lower Creek. Be an active participant in our parent involvement/community events throughout the year. You are also encouraged to visit your child during breakfast or lunch.

When you come to the school, ***it is most important*** that you follow our safety guidelines below:

## **Visitors**

ALL Visitors AND/OR volunteers **MUST REPORT TO THE OFFICE**. Parents/visitors are not permitted to go into the classrooms unless they are an approved volunteer recruited by the teacher. If you are here for a parent conference, sign in through the office and someone will assist you. We utilize a digital sign-in / sign-out system that maintains a historical log of all visitors, and maintains attendance records for student tardiness and early sign-outs. For campus visitors/volunteers, a Visitor Pass will be issued. When leaving the school, the system requires the visitor to sign out.

## **School Safety**

School safety is always our TOP priority. All exterior doors remain secured and locked during the school day, and the campus is monitored through cameras. Visitors must buzz in and be recognized before entering. Response protocols to any emergency safety incident are clearly defined through the Caldwell County School's Crisis Management Plan which partners with law enforcement and other emergency service agencies trained to work closely with school administration to prevent injury and respond to threats. **Schools are required to conduct at least five lockdown drills each year in an effort to be prepared for any type of emergency. A fire safety drill is also conducted monthly.** For more information, contact the Community Services Office, 728-8407.

## **Custody**

Each year we have a number of students involved in family legal matters concerning parental custody or visitation rights. Parents must provide the school copies of court/legal documents regarding student movement or information concerning custody, visitation, transportation, telephone messages, etc. In the absence of court/legal documents, we must consider parents' rights to be equal. We cannot deny either the access to or information about the child. All information shared with the school will be kept confidential.

## **Deliveries**

The Caldwell County School Board decided to eliminate deliveries of flowers, balloons, pizza, etc. to the school. Therefore, we will not accept deliveries for students.

## **Notice of Directory Information**

The Caldwell County School System follows the Family Educational Rights and Privacy Act (FERPA) when disclosing any personally identifiable information from student education records. The school district may disclose appropriately designated "directory information" without written consent. This information, generally not considered harmful, such as student's name, address, participation in school activities and sports, weight and height of athletic team members, dates of attendance, awards, and the most recent previous school attended, may be utilized by the school district, individual schools or organizations, unless parents advise the Caldwell County Schools that they do not want their student's information disclosed. To prevent disclosure, parents or eligible students (one who is at least 18 years old or married) must notify the school in writing within the first 20 calendar days of the school year. The Board of Education strongly discourages the release of directory information to outside organizations which have requested the information for their own purposes, including private, commercial or religious organizations.

The primary purpose of directory information is to allow the Caldwell County Schools to include this type of information in certain school publications. Examples of this include: the yearbook, honor rolls or recognition lists, graduation programs, and athletic information. Board Policy 4700.

### **Contacting the School**

We encourage all parents to communicate regularly with the classroom teacher. During the school day, phone calls for teachers will be sent to their voicemail, and the teacher will return the call after student dismissal. Voicemails of teachers can also be accessed by calling the school at any hour of the evening. Parents may also use Talking Points to contact teachers. If you have an emergency, the receptionist will assist you in the communication.

### **Integrated Pest Management**

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. Board Policy 9205.

# **ARRIVAL AND DISMISSAL**

### **Schedule for the School Day**

- 7:30 AM Drop off in front of school/breakfast begins
- 7:45 AM Drop off in back of school begins
- 7:55 AM Instruction Begins (Counted TARDY at 8:00)
- 2:40 PM Dismissal

Students may be dropped off and picked up in the front or back of the building. It is recommend that:

- Kindergarten, 3rd grade, and 4th grade students should be dropped off and picked up at the **front** of the school.
- 1st grade, 2nd grade, and 5th grade should be dropped off and picked up at the **back** of the school.
- If there are siblings in multiple grade levels, all siblings should use the drop off location of the *youngest* sibling.

### **Arrival Procedures**

- Students may arrive as early as 7:30 AM unless they are enrolled in the WrapAround program
- When arriving at the school **RIGHT HAND TURNS into the school ARE NOT ALLOWED.** Individuals that do not adhere to this policy are subject to ticketing (please see the No Right Hand Turn Policy).
- Breakfast will be available from 7:30-7:50 AM
  - If eating breakfast, report to the cafeteria
  - If not eating breakfast, report to the classroom
- Students will begin morning work at 7:55 AM
- Students who arrive to school at 8:00 AM or later must be signed in by an adult and will be counted tardy

### **Departure Procedures**

- Dismissal will begin at 2:35 PM
  - Wrap Around will be dismissed at 2:40 PM
  - Bus Riders will be dismissed at 2:35 PM
  - Car Riders will follow
- Unless enrolled in the Wrap Around program, students should be picked up by 3:00 each day.
- All transportation changes should be made before 2:00 PM so that staff can be notified.

### **Early Dismissal**

A student must be in school until 11:30 AM to be counted present for that day. Doctor's or other type appointments should be scheduled after school hours or on non-student days whenever possible. If a student needs to be dismissed early, the parent/guardian **MUST COME TO THE OFFICE TO SIGN THE STUDENT OUT AND THEN WAIT IN THE RECEPTION AREA UNTIL THE STUDENT ARRIVES.**

### **Inclement Weather**

When school is closed due to inclement weather or other emergencies, district level announcements will be made on local radio stations as well as all social media sites. The school and school district use an automated calling system, **BLACKBOARD CONNECT**, to notify parents of any changes during the instructional day in addition to the school system website. **The number listed as a student's home phone number is the contact number for this system.** If you are not receiving alerts, please contact the school to correct the number.

### **Here Comes the Bus**

This year parents can use the new app [Here Comes the Bus](#) to see where the bus is, estimated pickup and dropoff times, and route information. Go to [HCTB account](#) to sign up. Parents need to have an email address and their student(s) ID number/lunch number. The district code is **75580**. Here Comes the Bus will allow parents to get the information they need without calling the school.

# **STUDENT RECORDS: ATTENDANCE & GRADES**

### **Attendance**

Consistent attendance at school promotes the importance of our educational commitment and opportunities for learning. Students must attend at least one half day to be considered present. **NOTES ARE TO BE SENT TO YOUR CHILD'S TEACHER EXPLAINING HIS/HER ABSENCE UPON THEIR RETURN TO SCHOOL.** A form to request prior approval of excused absences for educational trips, with a two-week notice, is available in the front office. Students that accumulate excessive absences must be reviewed within the guidelines of the state compulsory attendance law by the social worker and administration and required actions followed.

***\*\*PERFECT ATTENDANCE\*\* Please be aware that students with 10 or more tardies and/or early dismissals will be ineligible for a perfect attendance certificate.*** Board Policy 4400

### **Make-Up Work**

Communicate with the teacher regarding make up work when your child is absent. It is the child's responsibility to complete all assignments outside of school hours that were missed due to absences from school. The missing assignments should be completed within the time frame that is equal to the days of absence.

### **Grading/Report Cards**

Report cards will be sent to parents EACH NINE WEEKS. Report cards will be distributed by the tenth calendar day following the end of the grading period. Progress reports will be sent home at the mid-term of each nine weeks. ***Students who are performing below grade level require quarterly parent conferences with the teacher.*** Parent / teacher conferences may be scheduled by calling your child's teacher after 2:45 p.m. Impromptu conferences or "drop-ins" during the school day are not permitted because it interrupts the instructional day. Please help us protect the instructional time for the benefit of our students.

**Grades K-2: Progress in English Language Arts and Math will be identified by the following levels:**

1= Performing below grade level expectations and having considerable difficulty

2= Performing below grade level expectations but showing growth in this area

3= Consistently meeting grade level expectations in this area

4= Consistently exceeding grade level expectations in this area

**Grades K-2: Other Curriculum Areas and Conduct will be graded using:**

S= Satisfactory

N= Needs Improvement

U= Unsatisfactory

**Grades 3-5: Progress in English Language Arts, Math, Science, and Social Studies will be identified by the following levels:**

A= 90-100

B= 80-89

C= 70-79

D= 60-69

F= 59 and below

**Grades 3-5: Physical Education, Music, Art, and Conduct will be graded using:**

S= Satisfactory

N= Needs Improvement

U= Unsatisfactory

# STUDENT PROCEDURES

## Cafeteria

- Breakfast is available to students between 7:30 and 7:50 AM.
  - Breakfast Price: Regular \$1.25 (Reduced = FREE)
  - Lunch Price: \$2.80 (Reduced = \$0.40)
- Lunch money may be paid in advance. Checks should be made payable to Lower Creek Elementary School. Online payment plans are also available and encouraged.
- Extra items such as ice cream and snacks are available for purchase.
- Children may bring their lunch, however refrigerator space and microwave use are unavailable. Please send food that will not spoil.
- In accordance with Healthy Students policies, no soft drinks are allowed in the cafeteria
- Parents are welcome to eat lunch with their child, however due to limited space in the cafeteria, please communicate with your child's teacher in advance when you will be visiting for lunch.
- Students will **not** be allowed to choose a friend to eat with them and their parent(s).
- Charges: Should a student forget his/her meal money or have inadequate funds in his/her account, limited credit will be allowed for regular meals. Individual items and extras cannot be charged. A letter will be sent to inform parents when a student owes lunch money. Students will be verbally reminded of lunch charges each time there is a charged meal.
- Free and reduced breakfast/lunch programs are available to families who meet certain criteria. To determine approval, families must complete an online application at <https://www.lunchapplication.com>.
- If a child previously was receiving free or reduced lunch, the program will remain in effect for ten days while the parent reapplies. Parents may apply at any time during the school year should their financial situation change.
- A monthly menu may be viewed on our school website.

## Field Trips

Field trips are valuable learning experiences and teachers are encouraged to plan a limited number of trips that support their instructional curriculum. Teachers will inform parents in advance of the date, purpose, location, lunch arrangements, and cost. Each student must have a signed permission slip to participate in the field trip. Insurance is provided at no cost to the student while on field trips. No student will be denied participation in field trips due to financial need. Students will travel to the field trip destination on the bus. Chaperones must travel in private vehicles.

## **Medicine**

Caldwell County School Board policy requires a "Permission to Medicate" form to be completed by the parent and doctor and returned to the teacher when medication is to be given at school. Medication forms are available in the office. **NO MEDICINES WILL BE ACCEPTED OR GIVEN UNLESS IN A PROPERLY IDENTIFIED MEDICINE BOTTLE FROM THE PHARMACY. All medication must be signed out to the student's parent/guardian at the end of each school year.** Board Policy 6120, 6125.

## **Speech/Hearing Screenings**

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

## **Care of Property**

**Clothing Identification-** Remember to label ALL clothing with your child's FIRST and LAST NAME, especially hoodies, jackets, coats, etc. At the end of every 9 weeks, ALL unclaimed items in the LOST & FOUND will be donated.

**Money-** Please discourage your child from bringing more money than what he / she will need to spend each day. Send money for younger children in envelopes with the child's name, teacher and purpose of money and secure in the planner.

**School Books & Property-** Students are responsible for care and safekeeping of textbooks and school property. Students will be required to pay for lost or damaged items. Items found at school are placed in the lost and found hallway. School cubbies and desks are school property and may be searched when necessary.

**Bringing Items to School-** To prevent misunderstanding about purchases, **STUDENTS MAY NOT BUY, SELL, or TRADE ITEMS AT SCHOOL WITH OTHER STUDENTS (THIS INCLUDES TRADING CARDS).** The only time students may bring toys, games, etc. to school is when their teacher has all allowed them to do so. The student will assume full responsibility for any loss or damage to items brought to school from home.

## **Use of Wireless Communication Devices**

Students who have cell phones on school premises must keep them turned OFF and out of sight during the school day (from arrival at school until the dismissal bell and while on school buses). Students are to use the classroom or office phone to contact parents unless otherwise directed by a staff member. **Electronic Gaming Devices** are NOT allowed at school.

# **FOLLOWING THE RULES**

## **Buses**

#270 and #142 are the two buses that transport children to and from LCES on a daily basis. If a sub bus is needed, the bus number will be different. In addition to the information below, please review the County's yellow pamphlet on School Bus Passengers. Riding the school bus is a privilege, not a right. It is mandatory that all students follow the safety rules on the bus. Students must be standing at the assigned bus stop when the bus arrives in the morning. If the student misses the bus, the bus driver will not be allowed to come back to the stop and the parent will be responsible for transporting the student to school.

### **RULES AND REGULATIONS (to be followed on ALL buses)**

- Must stay seated at all times when the bus is moving.
- Body parts or objects must not be in the aisle or outside of the window at any time.



- Eating or drinking is not allowed (including gum).
- QUIET talking only! The bus driver needs to concentrate on driving.

**CONSEQUENCES** (if written up by Bus Driver)

- See [Student Accountability](#) information below.

Serious or dangerous acts (may include but are not limited to acts of physical or verbal aggression, bullying, or endangering the safety of self or others) MAY mean immediate removal from the bus, at which time, the parent will be called to come and pick up their child and or an immediate suspension that does not follow the consequence steps above.

**Student Dress Code**

We believe the dress and personal appearance of students greatly affect their academic performance and their interaction with other students. We request that parents outfit their children in clothing that is conducive to learning. Generally, dress and grooming standards as determined by the student and his or her parents will be deemed acceptable. However, we prohibit any appearance or clothing that does the following:

- violates a reasonable dress code adopted and publicized by the school;
- is substantially disruptive
- is excessively revealing or obscene; or
- endangers the health or safety of the student or others


**NOTE:** Pajamas and bedroom attire are considered inappropriate clothing unless designated by the classroom teacher for special days.

**Roller Skate shoes and roller book bags** are NOT allowed at school OR on school buses.

School officials have the authority & responsibility to determine whether a student's appearance satisfies the intent of this policy and to ensure enforcement. Consequences: School administrators shall establish procedures to handle students who are in non-compliance with this policy. Such procedures may include disciplinary action, including suspension from school. [Board Policy 4309](#)

**Positive Behavior Interventions & Support (PBIS)**

LCES believes in promoting positive behavior and uses a support system to stress the positive behaviors and offer varying levels of support, rewards and/or consequences to our students. We use a school wide behavior tool called Educator's Handbook. Educator's Handbook will be primarily used as a way to record positive and negative behaviors to support students and foster life-long positive behaviors. All classroom and encore teachers will be able to reward and correct behaviors using our school behavior expectations matrix listed below. Teachers will be able to connect and respond to parents through Talking Points after school hours. All parents are encouraged to sign up for Talking Points to increase parental communication and connect the home and school to support the student's overall learning environment.

	Always	Hallways & Common Areas	Classrooms & Encore	Playground	Cafeteria	Restroom	Bus Riders	Afternoon Dismissal
Noise Level		0	0 1 2 3	4	0 2	0	1	1
<b>P</b> Practice Responsibility	Be prepared and ready to learn	Keep hands and feet to self Arrive to your area on time	Listen and follow directions	Use all equipment correctly	Get all items first time through line Pick up and throw away trash	Flush Turn off water Put paper towels in trash	Watch for your stop Stay seated	Keep backpacks closed with all belongings inside Immediately report to assigned area
<b>A</b> Always be Respectful	Use kind words	Stay quiet, we are here to learn	Respect staff, classmates and yourself	Include others	Use manners Raise your hand for questions	Keep restrooms clean Practice privacy	Keep hands, feet and objects to yourself	Stay seated and listen for name
<b>W</b> Work and Play Safely	Keep hands and feet to yourself	Walk on right side of the hallway Face forward	Keep your desk and classroom neat and clean	Stay in the correct area and keep your hands to yourself	Always walk Hands and feet stay in your area	Wash hands Keep hands & feet to self Limit 3 to 4 in the restroom	Keep self and items in your seat Talk quietly	Remain inside until you are called Walk to car or bus
<b>S</b> Show Success	Try your best	Smile or silent waves	Do your work and try your best	Be a good sport	Make healthy choices and eat smart	Return to class promptly	Speak nicely to everyone	Share positives about your day

### **Student Accountability**

Student misbehavior will be categorized as minor or major offenses. Lower Creek Elementary School strives to be consistent in the manner that consequences are assigned based on the behavior. Misbehaviors and merits will be recorded in *Educator's Handbook*. Minor infractions will be managed by the teachers. Major infractions will be managed by the office.

#### **Minor Infractions**

- Disruptive behavior
- Non-compliance/failure to follow rules or directions
- Disrespect (uncooperative, rude)

#### **Classroom/Teacher Interventions**

- ★ Redirection
- ★ Reteach appropriate behavior
- ★ Change seat
- ★ Time out

- Minor technology violations
- Physical but non-serious contact (horseplay)
- Inappropriate language
- Minor dishonesty
- Bus misbehavior

- ★ Private student conference
- ★ Reminders/prompts/cues
- ★ Remove distractions
- ★ Verbal reflection
- ★ Written reflection
- ★ Contact home
- ★ Classroom timeout
- ★ Parent conference
- ★ Counselor Referral
- ★ Behavior Contact
- ★ Silent Lunch

### **Major Infractions**

- Multiple Minor Infractions within grading period
- Insubordination
- Disrespect (obscene language, ethnic or racial slurs, gestures, materials)
- Major technology violations
- Physical aggression or fighting
- Behavior which disrupts the learning environment
- Bullying, Harassment, Sexual misconduct, Subjecting student or school employee to personal indignity
- Fighting or inciting a fight
- Communicating threats
- Theft/damage to property
- Setting off fire alarms or extinguishers
- Academic dishonesty, cheating, plagiarizing
- Skipping class or leaving campus
- Possession and/or sale of drugs, alcohol, tobacco, vape, paraphernalia, fireworks, explosives\*
- Assault against staff member\*
- Possession of weapon, bomb, bomb threat, or clear threat to safety\*

### **Office Interventions**

- ★ Receive zero on assignment/work/test (for academic dishonesty)
- ★ Student Conference
- ★ Parent Conference
- ★ Classroom/office timeout
- ★ Remove from classroom setting
- ★ Behavior contract
- ★ In school suspension
- ★ Out of school suspension
- ★ Referral to alternative setting
- ★ Recommendation for long term suspension
- ★ Referral for juvenile petition

\*Incidents may be reported to the Caldwell County Sheriff's Department as required by law.

**Nondiscrimination Clause**

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. Questions pertaining to educational equity, equal opportunity or equal access should be addressed to the Assistant Superintendent for Human Resources, Caldwell County Schools, 1914 Hickory Blvd. SW, Lenoir, NC 28645; 828-728-8407.

**Caldwell County School Board Policy**

[Link to policies](#)