

"HANDLERS OF
PRECIOUS
CARGO"

4207 HWY. 27 East
Iron Station, NC 28080
<https://www.lcsnc.org/ises7>
704-736-4292



STUDENT HANDBOOK

IRON STATION ELEMENTARY

Please refer to the Lincoln County Schools Parent & Student Handbook for more detailed information regarding Policies and Procedures.

Lincoln County Schools Mission Statement

Lincoln County Schools will work together with students, families, and the community to ensure a quality, innovative educational program in a safe environment where students become responsible, contributing citizens and lifelong learners.

Iron Station Elementary

Vision- The vision at Iron Station is to inspire our community of learners to achieve educational excellence.

Mission- Iron Station Elementary School's mission is to ensure student success leading to higher education, work, and a commitment to lifelong learning. Iron Station strives to meet the social, emotional, and physical needs of our children while providing them with a safe and nurturing environment.

Values-

- Provide a positive, supportive, safe, clean, and orderly learning environment.
- Make consistent efforts to meet the needs of all students.
- Guide students to make valuable connections between the curriculum and real-life experiences and applications.
- Nurture an active partnership between parents, students, teachers, and the community.
- Engage...support...challenge...achieve!

DAILY SCHEDULE

7:20 AM	Building opens for students
7:30 AM	Breakfast begins and the bell rings for students to go to class
7:55 AM	Tardy Bell rings (After this time a parent must walk to the office to sign his/her child in)
2:35 PM	Bus Riders dismissed
2:40 PM	Car Riders dismissed
3:00 PM	All Car Riders must be picked up by 3:00 PM

EARLY DISMISSAL

Parents who must pick up students **before** dismissal will come to the school office to check the child out. The child will be called to come to the office. **NO** early dismissals will be granted after 2:15 pm, due to preparing for afternoon dismissal. **PARENTS ARE ASKED NOT TO CHECK OUT STUDENTS EARLY FROM SCHOOL ON A ROUTINE BASIS.**

Lost instructional time can hinder your child's progress. Every minute of instruction adds up! Only the parents/guardians (or other persons designated by the parents in writing) should pick up their children. Any person who picks up a child before the end of the day must sign the child out in the school office. We will not release your child to anyone without a valid photo ID. If the adult is not on the pick-up or emergency contact list, the child will not be released to that adult.

SCHOOL DATA VERIFICATION

At the beginning of each school year, all paperwork shall be completed online. This is for both new and returning students. Go to www.lcsnc.org. Click on "Student Enrollment" > "Returning Student-School Data Verification".

ALL-CALLS TO PARENTS

Administration will communicate important information with families during a weekly phone call. This communication occurs every Sunday at 5:30 PM.

When important items must be communicated to parents from the central office or the school, an all-call will be sent to all phone numbers in our system. Please be sure your voicemail is set up and that you listen to the message or answer your phone. The numbers that will show up on your caller ID are: 704-748-1311 – Central Office 704-736-4292 – St. James. Please do not call the school back to say you missed the call and ask us to relay the information to you personally. We need our phone lines kept open to receive vital information from the central office, teachers, and other stakeholders.

CHANGES IN TRANSPORTATION

We cannot be held accountable for transportation changes made through email or DOJ0 to teachers. Teachers are not always able to check their email and messages during the school day. We ask that parents call the office for same-day transportation changes. No changes in transportation will be accepted after 2:00 PM. The school understands that occasionally, students need to change their end-of-day travel arrangements. In such cases, students must bring a note from their parents. This should be given to the teacher first thing in the morning. This allows adequate time to plan for the change. Students are not allowed to ride a bus home with a friend unless they are already on that assigned bus. Again, in emergency situations, you may call the office to change transportation prior to 2:00 PM. No changes will be made after 2:00 PM.

We need 48 hours notice to add a student to a bus route or to make a permanent change in their stop.

ARRIVAL/DISMISSAL PROCEDURES

- All car riders are expected to be dropped off at the cafeteria entrance. No staff supervision will be available before 7:20 AM. Please do not drop students off before staff supervision is present.
- Car Rider Tags must be displayed to provide your child's name for pick-up. This is a preventative safety measure. If you do not have a car rider tag, you will be asked to park and verify your ID with the office, before you will be allowed to pick up a student.
- Bus Rider Times-
 - approximate times will be given at the beginning of the school year
 - please give or take 10 minutes for traffic, closures, etc.

AFTER-SCHOOL PROGRAM (YMCA)

Students may participate in the After-School Care Program provided by the Lincoln County YMCA. Please contact the Lincoln County YMCA for additional information.

PICTURE DAYS

Fall pictures will be a headshot to be used in the yearbook. This is a **prepaid** sale. There will be a make-up day. Spring pictures will be a **proof sale** and there will not be a make-up time.

Picture Dates

Fall Pictures- September 21st
Make-up Pictures- October 19th
Class/Group Pictures- January 25th

Spring Pictures- March 14th

EDUCATIONAL OPPORTUNITY

All absences for Educational Opportunities must meet the following criteria:

- Prior approval of the principal-maximum of 2 days per school year. All days beyond these two will be counted as unexcused absences.
- The opportunity must include enrollment in a valid educational program.
- The program must be attended on an educational or political campus.
- Class work missed during the absence must be made up within a reasonable amount of time, which will be determined by the classroom teacher.
- It is not the responsibility of the teacher to create extra assignments or to prepare work for the student prior to the absence.

NORTH CAROLINA COMPULSORY ATTENDANCE LAW

Students are required to be in attendance in public schools in North Carolina as required in General Statute 115C-378. A student must be present at least one-half of the school day, (until 11:30), to be counted in attendance. School officials can accept the following reasons as valid excuses for school absences provided satisfactory evidence of the excuse is provided to the appropriate school official:

- illness or injury of the student
- quarantine
- death in the immediate family
- medical or dental appointments of the student
- court or administrative proceedings if the student is required to attend
- religious observation
- educational opportunity (prior approval required from principal)

Students must bring in a written excuse to their teacher when they are absent from school (within 3 days of the absence). Excuse notes signed by parents will be accepted for the first 10 absences during the school year. After 10 absences the excuse note must come from doctors, dentists, and/or the court in order for them to be accepted as excused absences. The Compulsory Attendance Law requires the school to notify parents or

guardians when three unexcused absences are accrued. Notification by mail will be made after the third unexcused absence. Six unexcused absences will result in notification by mail that the student may be in violation of the Compulsory Attendance Law. The school social worker will investigate at this time. After the tenth unexcused absence, the parent or guardian will be notified by mail and must justify the absences with the principal.

MAKE-UP WORK

Any work missed during an absence must be made up. When the child returns to school, the responsibility for getting the required make-up work will be on the student. For extended absences, the teacher will leave assignments in the office for parents to pick up. Make-up work will not be sent home prior to the absence.

TESTING PROGRAM

The North Carolina End-of-Grade Tests will be administered during the month of May-June to students in grades 3, 4, and 5. Students scoring III, IV, or V are considered proficient. The North Carolina Science Test will be given to the 5th-grade students during the month of May. The Test of Cognitive Skills (IQ) is given to all third-grade students during the winter of the school year.

REPORT CARDS AND PARENT-TEACHER CONFERENCES

Report cards will be issued at the end of the nine weeks' grading period during the school year (October 23rd, January 9th, March 15th, and May 23rd).

Progress reports will be sent between each reporting period (September 18th, November 20th, February 12th, and April 15th).

Ending the first nine weeks' grading period, **conferences will be scheduled with every parent. Our scheduled conference day is September 26th.**

Parents or teachers may request conferences at other times throughout the year. To arrange a conference, send a note in your child's planner or call the school office and ask the secretary to give the teacher a message to call you to schedule a conference. **CONFERENCES NEED TO BE SCHEDULED IN ADVANCE.** Please do not expect to come to school and always have the opportunity to meet with the teacher unless an appointment has been scheduled. Before and after school, teachers' schedules often include supervised duties, staff meetings, workshops, and staff development.

PHYSICAL EDUCATION

According to the state law, all students must engage in physical education activities for 30 minutes daily. Students will attend classes with the physical education teacher weekly. Other times, students will use the playgrounds, tracks, and field areas. Appropriate tennis shoes must be worn to PE and recess. We encourage closed-toe shoes. Sandals make it difficult for students to run. If your child cannot participate in physical activity, please send a signed note to your child's teacher. A daily note will be satisfactory for up to three consecutive

days. After that time, a doctor's note will be required.

EMERGENCY DRILLS

Detailed escape plans are posted inside the door of each classroom or area. Drills will be discussed and practiced with students and staff as well as other emergency procedures.

INCLEMENT WEATHER

In the winter, you are advised to listen for announcements made on the local TV and radio stations. The central office will send an all-call as early as possible to communicate with all stakeholders. The number will show up as 704-748-1311. Please listen to your messages before calling the school. During times of inclement weather, we are not always available to answer a mass amount of phone calls. Please brief your child on what he/she is to do if school is dismissed early and you are at work. Also, provide this information to your child's teacher (i.e. if school is dismissed early, should your child ride the bus or be a car rider?). On days with a 1-2 hour delay, breakfast will be served. On days with a 3-hour delay, breakfast will not be served. If there is a delay, buses will also run on a delay. For example, if your child's bus stop time is 7:00 AM, it would arrive at 9:00 AM for a two-hour delay.

HEALTH OF STUDENTS

Please inform the teacher of any allergies, emotional problems, physical disabilities, etc., at the beginning of the school year.

If prescription medication is needed, it must be kept in the office and a form must be filled out by the doctor before any medication may be administered. Medication must be in the original box labeled with the student's name, name of the medication, date it was prescribed, time to be administered, and dosage. The parent must bring the medication to the office. **The child is not allowed to bring the medicine.** Our staff cannot administer over-the-counter medicines to students. This includes Tylenol, aspirin, and cough drops.

Child nutrition requires a form to be filled out by the doctor in order for them to follow directives regarding students' food allergies. Special Dietary Needs Forms are available on the LCS website and in our school office. In case of illness or injury, the parent will be notified. Please make sure we have an emergency contact for your child. **Keep the home and work phone numbers current.** However, in the event we cannot locate you and emergency medical treatment is necessary, we will see that your child is taken care of.

You should keep your child home if your child exhibits the following symptoms:

- Has a temperature of 100 degrees or more. Your child should remain at home in bed for the day and should be fever free for 24 hours before returning to school as many children will rebound with a temperature and become sicker than before.
- Has been diagnosed with a strep infection. Your child should be on antibiotics for 24 hours before returning to school.
- Has vomited in the last 24 hours.
- Has a persistent cough, chest congestion, or discolored nasal discharge
- Has an unidentifiable rash
- Has red, swollen eyes that itch and are draining pus and have yellow crusting.
- Has persistent diarrhea during the last 24 hours.

Please Note:

- If a tick or splinter is found on a student, it will not be removed. Parents will be notified.
- Any student with crawling lice, nits, scabies, ringworm, or pink eye will not be allowed to attend school

until proper treatment has been administered and the parents provide the office with proof that treatment has been given.

SCHOOL COUNSELOR

Our school has a full-time school counselor who is available to students. We are concerned with the safety and well-being of every child. If you feel your child is feeling uncomfortable or unsafe at any time, please call the school counselor or administration.

LOST AND FOUND

Unclaimed items are taken to the lost and found hanging rack in the cafeteria. Efforts are made to help students find items and to return items to their original owners. Please label your child's coat and all other belongings with his/her name.

PERSONAL BELONGINGS AT SCHOOL

Toys, all electronic devices including *cell phones, smart watches (watches that call or text), i-pads, tablets, i-pods, games, trading cards, etc.* should not be brought to school. Items brought without permission may be stored in the office for parents to pick up. Students should bring only the amount of money that will be needed for school purchases. Students should not accept or give money to classmates. Students are not to trade or sell any items at school.

CELL PHONE POLICY

Phones and smart watches should not be on or visible during the school day unless specifically used for a teacher-directed instructional purpose. The school is not responsible for lost or stolen phones. Cell phones and smart watches should not be used to call or text home, students should use school phones for this purpose. Calling or texting from a cell phone or smartwatch violates policy and will result in consequences. Inappropriate use of cell phones could result in the following consequences pursuant to Section D of LCS Policy 4300:

- First Offense: Phone or smartwatch confiscated and returned to parent
- Second Offense: One-month suspension of privileges
- Third Offense: Privileges suspended

VISITORS AND VOLUNTEERS

For the safety of our students, parents, and visitors must state their purpose at the door, report to the office, sign in using their driver's license in our district's system for a visitor's badge. Without the proper ID, we will not be able to allow you to visit the school. We regret the inconvenience, but it is for the protection of our students and staff.

We are so thankful for all of the community and family support we have! We always welcome volunteers, and for student security and safety, all volunteers are screened. Parents planning to attend any field trips must also be screened at the beginning of the year. If you are willing to serve as a volunteer, please contact your child's teacher, PTO, or the school office.

EATING LUNCH WITH STUDENTS

Parents are allowed and encouraged to come and eat with students. We have clubs on Wednesday and our schedule is a bit different than other days. We cannot accommodate parents/visitors eating lunch with students on Wednesdays. Approved visitors may come and eat lunch with students on Mondays, Tuesdays, Thursdays, and Fridays. Due to limited space in our cafeteria, when visitors come to eat lunch with students, they must eat outdoors at our picnic area. Only a small part of this area is covered, please remember this when planning visits. Please communicate this information with any visitor that may be eating with your child.

TELEPHONE

Students will not make telephone calls during the school day except in cases of emergency. All students must bring written permission to the office from their teacher when using the telephone. Students will not be called from class to the telephone except in cases of a real emergency. Important messages can be left with the secretary. Calls to teachers will be put straight to their voicemail during the day in order to avoid disruption to instructional time. Arrangements for after-school activities should be made before coming to school.

DRESS CODE

Students need to be appropriately dressed for the day's activities. Not acceptable for school wear are halters, hats, bandanas, spaghetti-strap tops, short shorts, clothing that exposes the stomach and hips, pants that drag the floor or expose underwear, and T-shirts monogrammed with distracting words and pictures. Please note no hats for boys or girls inside the building. **In general, clothes that distract or interfere with the learning environment should not be worn.**

STUDENT CONDUCT AND DISCIPLINE

Consequences for Misbehavior

Student behavior is managed under school board policy (Section 4000). In the event your child is referred to the school office for misbehavior, he/she will be provided an opportunity to make up any missed assignments. Your child will be provided access to any textbooks and resources needed. Parents will be notified when a referral for misbehavior is made to the school office. You will also be made aware of any consequences incurred.

Responsibility for the positive development and maintenance of disciplined behavior is shared by parents, guardians, students, teachers, principals, administrative and support personnel, the superintendent, and the board of education. The goal of Lincoln County Schools in the area of student behavior is self-discipline for each student. G.S. 115C-391.1, clarifies the permissible use of seclusion and restraint in Public Schools and within the Lincoln County Schools. The provisions of this statute will be implemented at all levels and the duties and responsibilities as set out will be followed by the appropriate school personnel. (Regulation Code: 4301) For more information concerning student behavior, please refer to the following LCS Board Policies: • Weapons, Bomb Threats, Terrorist Threats and Clear Threats to Safety – LCS Policy 4333 • Theft, Trespass and Damage to Property – LCS Policy 4330 • Drugs and Alcohol – LCS Policy 4325 You may view it on-line at www.lincoln.k12.nc.us or request a hard copy.

HARASSMENT/BULLYING

Lincoln County Schools Board of Education Policy addresses the issue of harassment/bullying. Below are excerpts of those policy components. The policy in its entirety is located on the Lincoln County Schools website (www.lincoln.k12.nc.us).

Policy Code: 4331 Assaults, Threats, Harassment and Bullying

The board will not tolerate assaults, threats, harassment, or bullying from any student. Any student exhibiting such behavior will be removed from the classroom or school environment for as long as necessary to ensure a safe and orderly environment for learning. The superintendent is responsible for ensuring that consequences for prohibited behaviors are uniformly applied throughout the school district. Except where certain consequences for misbehavior are required by law, principals in the elementary grades are expected to use good judgment and reasonable discretion in determining the appropriate consequence for violation of board policies, school standards, or rules.

Policy Code: 1710/4021/7230 Prohibition Against Discrimination and Harassment

Student procedures for filing grievances in cases of harassment or discrimination are found in policy 1740/4010 and sexual harassment in policy 1745/4027. As relating to harassment, note the following: The administration takes a 'zero tolerance attitude. All reports of harassment will be investigated. Lincoln County Schools Policy will be followed

SCHOOL BUS BEHAVIOR

The Lincoln County Board of Education is committed to creating the safest, most efficient, and effective transportation system possible. Therefore, the Board recognizes the following components of a safe transportation system:

- Bus transportation is a privilege, not a right, for students. The school district and the state invest money to provide the opportunity for fee-free transportation to and from school; but, there is no inherent right for any student to participate in this transportation of students.
- Appropriate behavior by students on school buses is vital to student safety.
- The Lincoln County Board of Education will not tolerate the concept that one student may place other students' lives in jeopardy by being involved in activities that distract the bus driver from his primary responsibility of the safe transportation of students.
- Please have your student arrive at their bus stop approximately 5 minutes before their stop time. This will help with ensuring timely pick-up due to daily bus time fluctuations.

These guidelines are for violations on the school bus that include: failure to follow instructions of the bus driver to remain seated, keep hands, feet, and objects to self, or other instructions for safe and efficient operation of the bus, as well as throwing or launching objects on the bus or destruction of property. Failure to adhere to these guidelines will result in:

FIRST OFFENSE: Verbal warning given to the student by the bus driver and/or administration. Action will depend on the severity of the offense.

SECOND OFFENSE: Student is placed on probation and given up to a 2-day suspension. Parents will be notified in writing and by telephone.

THIRD OFFENSE: Denial of bus privileges for up to 3 days depending on the maturity of the student and the severity of the offense. Parents will be notified.

FOURTH OFFENSE: Denial of bus privileges for up to **5 days** depending on the maturity of the student and the severity of the offense. Parents will be notified.

FIFTH OFFENSE: Denial of bus privileges for up to **10 days** depending on the maturity of the student and the severity of the offense. Parents will be notified.

SIXTH OFFENSE: Denial of bus privileges for up to **20 days** depending on the maturity of the student and the severity of the offense. Parents will be notified.

SEVENTH OFFENSE: **Permanent removal** from the bus for the remainder of the year.

Fighting, assaults, weapons, drugs, etc. Students involved may be removed from the bus for an extended period of time up until the end of the school year. Other school rules affecting fighting, assaults, weapons, drugs, etc. will apply. *For more information concerning bus behavior, see (LCS Board Policy Code 4317 R-1)*

The principal may skip the initial steps of discipline and move to more stringent steps if the severity of the offense justifies more severe punishment.

MONEY, VALUABLES, WEAPONS

Please place all monies in an envelope with your child's name, amount, and written explanation of the purpose of the monies. A child should not carry more money to school than is needed for the day.

Knives and other dangerous weapons brought to school may result in expulsion or suspension of the students possessing them. For more information concerning student behavior concerning weapons, please refer to the following LCS Board Policies: Weapons, Bomb Threats, Terrorist Threats and Clear Threats to Safety – **LCS Policy 4333**

CAFETERIA

Our cafeteria prepares wholesome and nutritious meals. We solicit your support in encouraging your child to eat in the school cafeteria. However, your child may bring his/her own lunch to school. Monthly menus are available on the district website. Children are allowed, at the discretion of the cafeteria staff, to purchase additional items and/or special items. Please place your child's first and last name and his/her account number on the check and/or on the front of the envelope for proper credit. In addition, parents may view a detailed report of purchases and make payments online at www.k12paymentcenter.com.

Our cafeteria provides UNIVERSAL BREAKFAST free of charge daily for all students, guest/adult breakfast is \$2.00
Lunch Prices

All Students- \$0.00

Adults/non-school children- \$4.00

Single Items- a-la carte prices

- Snacks- \$.60 or higher
- Milk- \$.70

Free lunch will be provided to all students this school year.

Students with medical conditions such as allergies and diabetes may request a modification to school meals by completing a Diet Order Form. Parents may obtain a diet order form from the Child Nutrition Manager or School Nurse. Diet order forms should be updated annually or as medical conditions change.

ICE CREAM

Ice cream is sold in the afternoon after all lunches have been served. The cost is \$1.00 and is payable daily or for larger periods of time.

SCHOOL PARTIES and BIRTHDAY CELEBRATIONS

Lincoln County Board Policy permits two parties a year for students. Classroom teachers will organize and help facilitate all classroom parties. **(NO HOMEMADE ITEMS ARE ALLOWED. ONLY STORE-BOUGHT ITEMS DUE TO STATE AND BOARD POLICIES.)** Please schedule this with the teacher.

INSURANCE

School accident insurance is optional. The check or money order is sent directly to the company.

PTO

By joining the Parent Teacher Organization (PTO), parents, staff, and community show their support for their school and their children. We want every family represented as members of the PTO.

Please refer to the Lincoln County Schools website at www.lcsnc.org for a complete listing of Annual Public Notices.

Annual Notice Regarding Parents/Guardians' Right of Access to Student Records

Each year parents and students need to be reminded of the student record policy of Lincoln County Schools. Parents of students or 18-year-old students who wish to review any or all of their school records pertaining to the student should contact the principal for an appointment. The records will be reviewed with school personnel and parents may have a copy of the records for a standard copying fee.

Asbestos Management Plan

Our school is free from any asbestos materials. Our school has an asbestos management plan located in the school office. If you would like to review the plan please make an appointment during normal school hours.

Equity Notice

The Lincoln County School System does not discriminate against any person on the basis of sex, race, color, national origin, age, handicap, political affiliation or belief in any educational or employment program or activities.