

2023							<div><div>Lincoln County Schools</div><div>2023-2024 School Calendar</div><div>173 Instructional days; 1081.25 hours</div></div>							2024										
July							Special Dates							January										
S	M	T	W	T	F	S	July 4	Independence Day (Holiday)						S	M	T	W	T	F	S				
						1	August 8	Optional Workday																
2	3	4	5	6	7	8	August 9-11	Mandatory Workdays							1	2	3	4	5	6				
9	10	11	12	13	14	15	August 14-15	Mandatory Workdays						7	8	9	10	11	12	13				
16	17	18	19	20	21	22	August 16	First Day of School for Students						14	15	16	17	18	19	20				
23	24	25	26	27	28	29	September 4	Labor Day (Holiday)						21	22	23	24	25	26	27				
30	31						September 18	Progress Report Cards Sent Home						28	29	30	31							
August							September 26	Mandatory Workday/PT Conferences						February										
S	M	T	W	T	F	S	October 16	LETRS/Mandatory Workday/(End of nine weeks)						S	M	T	W	T	F	S				
							October 17	Optional Workday										1	2	3				
		1	2	3	4	5	October 23	Report Cards Sent Home						4	5	6	7	8	9	10				
6	7	8	9	10	11	12	November 10	Veteran's Day (Holiday)						11	12	13	14	15	16	17				
13	14	15	16	17	18	19	November 20	Progress Report Cards Sent Home						18	19	20	21	22	23	24				
20	21	22	23	24	25	26	November 22	Mandatory Vacation						25	26	27	28	29						
27	28	29	30	31			November 23-24	Thanksgiving (Holiday)						March										
September							December 21	End of 1st semester						S	M	T	W	T	F	S				
S	M	T	W	T	F	S	December 22	Mandatory Vacation										1	2					
					1	2	December 25-27	Christmas (Holiday)						3	4	5	6	7	8	9				
3	4	5	6	7	8	9	December 28-29	Mandatory Vacation						10	11	12	13	14	15	16				
10	11	12	13	14	15	16	January 1	New Year's (Holiday)						17	18	19	20	21	22	23				
17	18	19	20	21	22	23	January 2	Mandatory Vacation						24	25	26	27	28	29	30				
24	25	26	27	28	29		January 3	Optional Workday						31										
October							January 4	LETRS/Mandatory Workday						April										
S	M	T	W	T	F	S	January 5	Mandatory Workday						S	M	T	W	T	F	S				
							January 8	First Day of Second Semester																
							January 9	Report Cards Sent Home							1	2	3	4	5	6				
1	2	3	4	5	6	7	January 15	Martin Luther King Day (Holiday)						7	8	9	10	11	12	13				
8	9	10	11	12	13	14	February 12	Progress Report Cards Sent Home						14	15	16	17	18	19	20				
15	16	17	18	19	20	21	February 19	Presidents' Day/Optional Workday						21	22	23	24	25	26	27				
22	23	24	25	26	27	28	March 4	Optional Workday						28	29	30								
20	30	31					March 5	LETRS/Mandatory Workday/(End of nine weeks)						May										
November							March 15	Report Cards Sent Home						S	M	T	W	T	F	S				
S	M	T	W	T	F	S	March 29	Easter Observed (Holiday)									1	2	3	4				
			1	2	3	4	April 1-5	Mandatory Vacation						5	6	7	8	9	10	11				
5	6	7	8	9	10	11	April 15	Progress Report Cards Sent Home						12	13	14	15	16	17	18				
12	13	14	15	16	17	18	May 23	Last Day of School for Students						19	20	21	22	23	24	25				
19	20	21	22	23	24	25	May 24	Mandatory Workday / Graduation						26	27	28	29	30	31					
26	27	28	29	30			May 25	Graduation																
December							May 27	Memorial Day (Holiday)						June										
S	M	T	W	T	F	S	May 28-29	Mandatory Workdays						S	M	T	W	T	F	S				
					1	2	May 30-31	Optional Workdays												1				
3	4	5	6	7	8	9	June 3	Optional Workday						2	3	4	5	6	7	8				
10	11	12	13	14	15	16	June 19	Juneteenth						9	10	11	12	13	14	15				
17	18	19	20	21	22	23	Inclement Weather Make-up Schedule											16	17	18	19	20	21	22
24	25	26	27	28	29	30	*Optional Teacher Workdays											23	24	25	26	27	28	29
31							*Saturdays as needed within in the same week of the missed day and/or same grading period											30						
84 Days							*Instructional days may be waived based upon instructional hours over 1,025											89 Days						
							*Superintendent/Board may change Remote Learning Days to Make-up Inclement Weather Days if necessary																	
							Mandatory Workday (12 days)																	
							Optional Workday (8 days)																	
							Mandatory Vacation (10 days)																	
							Holiday (11 days)																	
							Progress Reports Sent Home																	
							Report Cards Sent Home																	
							Mandatory Workday / Parent Teacher Conference (1 day)																	
							Revised 2/13/2023																	



ST. JAMES
Elementary

Principal's Message

Dear Parents / Guardians and Students:

Welcome to St. James Elementary School! The staff and I are pleased to have your family become a member of the St. James family. It is our sincere hope that your experiences here be both satisfying and successful. The expression, "it takes a community to raise a child" implies that the education of our children is a joint effort between family, school and community. It is with much enthusiasm and commitment that we join you in the development of your child.

Beginning with the third grade, students participate in the North Carolina End-of-Grade (EOG) testing program. Third grade students now participate in a Beginning of Grade test to monitor their growth during the school year. On the End-of-Grade test, a passing score results by achieving a level 3, 4, or 5. The NC EOG assessments will be administered in the Spring of 2024. More policy information concerning student accountability and promotion can be found at the district's website under policies and procedures (or a hard copy will be provided upon request). **Regulation Code: 3420-R Student Promotion and Accountability**

Included within this handbook is information concerning school policies and procedures. Some of the information is subject to change as it may not be available at the time of printing this planner or Board of Education policy may change. Please take the time to go over this information together. Hopefully, this will answer some of your questions. However, if there are any unanswered questions, do not hesitate to call our school office. Open and clear communication between school and home is a vital part of the success of our educational program.

The planner that accompanies this handbook is provided to be used by both you and your child. For your child, it will assist him/her in being organized in daily, weekly, long-term assignments and projects. This will help you as you support your child's academic growth at home. Also, it will serve as a two-way communication tool between you and your child's teacher. We expect each K-5 child to keep his/her planner throughout the year. Again, welcome to St. James and we look forward to a successful year with your family.

Mrs. Shanti A. Clancy

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".

Mission Statement

St. James Elementary School is committed to the process of continual growth and improvement to meet the needs of all children. St. James strives to foster 21st Century learners while meeting the social, emotional, and physical needs of our children, while providing a safe environment. Involving the community, we will strive to teach our children to become good citizens and life-long learners. We are responsible, respectful, and relevant learners who are on task and on time. We are KIND Knights!

School Motto

"Knights Charging Toward Excellence"

School Wide Academic Goals

Our goal is to provide instruction that will enable our children to master those proficiencies addressed in the Common Core and the North Carolina Standard Essential Standards. This will include: teaching the standards of the aforementioned curricula; using a varied approach to instructional methods that addresses various learning styles; pacing of lessons that will maximize time; and, aligning assessment with the curriculum.

Inclusive within the academic goals of our school is the role of homework. Homework is designed to provide the student with opportunities to enhance and extend things learned in the classroom. While we urge parents to interact with their children in doing homework, they should not complete assignments for their child. Homework may include skills practice activities or special project development. **(Regulation Code: 3135-R Homework)**.

If necessary, we may invite your child to take part in remedial instruction. This may take the form of before/after school and is aimed at helping students to “catch up”. We hope you will allow your child to take advantage of such opportunities if needed.

School Hours

7:20 am	Building opens for students
7:30 am	Bell rings to dismiss students to classrooms
8:00 am	Tardy bell rings (After this time a parent should sign his/her child in, stating reason for the tardy.)
2:35 pm	Bus rider dismissal completed and car rider dismissal begins

***No changes in transportation will be accepted over the phone after 2:00 pm.
There will be no early dismissal after 2:15 pm.***

We will not be held accountable for transportation changes made through email to teachers. Teachers are not always able to check their email during the school day and emails sometimes go to SPAM accounts.

We ask that all parents wait in their cars and follow the line of traffic to pick up their child. If you must come in at arrival or departure time (i.e. Dr. Appt., emergency) please park in the front parking lot. You will need to come in and sign out your child. Teachers provide academic instruction up until dismissal. Picking up your child early will result in loss of instructional time. **IF YOUR CHILD IS A CAR RIDER, PLEASE BE PROMPT IN PICKING THEM UP.**

Parents should not come into the school to wait on their child to be dismissed in the afternoon.

Car riders please display the provided placard with family's car tag number.

ALL-CALLS TO PARENTS

When important items must be communicated to parents from 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

704-736-1958 – 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 central office, teachers, and other stakeholders.

PTO

St. James students are fortunate to have parents who are active in our PTO. The PTO sponsors various projects and fundraisers that enhance our students' educational opportunities. We invite all parents, grandparents, and friends to join and support our school through PTO. The PTO meets four times a year. Notices are sent home before each meeting. Those meetings are scheduled in advanced and are TBA.

Parties

It is important that we use each day for the instruction of our students. Parties will be restricted to two per year.

On occasion, parents will want to provide treats for the class of their child (for example, in celebration of a birthday). In such incidents, please notify the teacher in advance. **Also, note School Board Policy 6250 below.**

In keeping with our mission statement for providing a “safe environment” for students, Lincoln County Schools requires that all foods brought to school from outside the school cafeteria be purchased from an inspected facility, and that the safety and sanitation of that food be the responsibility of the person(s) bringing it on campus. However, individual teachers or school employees may be allowed to prepare food for classroom demonstration and enrichment activities for instructional purposes as it relates to the curriculum.

This policy is not intended to prevent students from bringing food for individual consumption to school.

Health Notes / Medicine Policy

Please inform the teacher of any allergies, emotional problems, physical disabilities, etc., at the beginning of the 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 is given. Medication must be in the original box labeled with student's name and prescription. St. James staff is prohibited from providing or administering over the counter medicines to students without necessary completed forms. We encourage you to ask doctors to schedule doses of medicines to be given before or after school. 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.

It is your responsibility to give the school current information on how to contact you during the school day. The school office and teachers need to be informed if this information changes during the year. If the parents cannot be contacted by using the information provided, and if a life-threatening situation occurs, the school will take whatever action is necessary for the well being of the child.

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 principal with proof that treatment has been given.

In facilitating a healthy environment, EFFECTIVE JULY 1, 2008 Lincoln County Schools will be tobacco free on all campuses and at all school sponsored events. For more information see **LCS Board Policy 5026/7250**.

Senate Bill 911

This bill provides for the care of students with diabetes in the school setting. This includes the development of an Individual Health Plan (IHP). If your child has been diagnosed with diabetes or develops this condition anytime throughout his or her school enrollment, please notify your teacher and the school nurse.

Inclusive in the health section is the services offered by the school guidance counselor. Our counselor services are part of the support services available to our students. (**See Exhibit Code: 3610-E Counseling Program** on the online policy and procedures on the Lincoln County Schools website.)

Visitors

Because we want a safe school, we have the following procedures. All visitors, volunteers, and parents must check in at the office and obtain a visitor's badge. Please wear this at all times when you are in the building. Without exception, you must have a photo ID to enter our building. DMV offers identification cards for customers who require a photo ID but do not require a driver's license. www.ncdot.gov/dmv/driver/id/ (Non-Operator ID cards, Voter ID and No-Fee ID Cards link). When it is necessary to pick up your child early, come to the office. We will call the classroom. Do not go to the classroom to get your child. Picking your child up early will result in loss of instructional time. All outside doors will be locked. Students, staff and visitors are prohibited from letting other visitors in through side or rear doors. Parents may confer with teachers from 7:30 to 8:00 or 2:45 to 3:15. **However, please notify your teacher in advance if you need a conference.** To facilitate setting up conferences, teachers have voicemail accounts on which you may leave messages. It is the responsibility of all visitors not to interrupt instructional time. Visitors may not visit classrooms during the academic day unless expected by the teacher.

For the safety of our students and staff, visitors are not allowed to walk across our car line between 7:20-8:00 each morning and 2:30-3:00 each afternoon.

Parent Involvement and Business Volunteers

We encourage you to become a volunteer at St. James Elementary. Please know that in order to volunteer, you must be approved by the Lincoln County Schools Board of Education. Your teacher will provide information to you on the volunteer screening process. Volunteers are a vital component of a successful education program. Volunteers are used in the library and classroom to support the instructional program. They also provide clerical assistance for school and PTO projects. Please remember to check in at the office when you come. There you will find the computer for volunteer sign-in. (**Policy Code: 4341 Parental Involvement**)

Attendance

Our attendance goal is 96.5%. Attendance every day is very important to the academic progress of your child. Parents have the responsibility of seeing that their children are in school as provided by Article 20, Section 115-116 of the Pubic School Laws of North Carolina. After being absent, a student must bring a note from doctor, dentist, court or parents within three (3) days after the absence upon his/her return to school. If not, the absence will be coded "unexcused". Notes from home are accepted for a total of 10 days absent. After that a doctor's or court note is required. **THE NOTE SHOULD STATE THE CAUSE OF THE ABSENCE. Family vacations ARE NOT considered as excused.** For more information concerning the Lincoln County Schools policy (**Policy Code: 4400 Attendance**), you may view it online or request a hard copy. If medical or dental appointments are

non-emergencies, please schedule them after school or on days school is not in session. We will be celebrating good attendance all year.

Student Absences

Students must bring a written excuse to their teacher when they are absent from school (within 3 days of the absence). Below is a list of coded lawful reasons for absence from school.

1. Illness or injury
2. Quarantine
3. Death of an immediate family member
4. Medical or Dental appointments
5. Court or administrative proceedings
6. Religious observances
7. Educational opportunities

All absences for Educational Opportunities must meet the following criteria:

1. **Prior approval of the principal – of no more than 2 days per year. Any days beyond these two would be counted unexcused.**
2. The opportunity must include enrollment in a valid educational program.
3. The program must be attended on an educational or political campus.
4. Class work missed during the absence must be made up within a reasonable amount of time.
5. It will not be the responsibility of the teacher to create extra assignments or projects for the student to complete while they are out.

State law requires the principal to contact a parent regarding attendance when three unlawful absences are accrued. Further unlawful absences require follow up measures based on state law.

Early Arrival of Students on Campus

The faculty hours are from 7:30 to 3:00. Students should not be dropped off at school before 7:20am (unless they are in Before School Day Care). NO STAFF SUPERVISION WILL BE AVAILABLE BEFORE 7:20am. Children must enter the building when they come on campus.

Leaving School During the Day

Only the parents (or other persons designated by the parents IN WRITING) should pick up their child(ren). Any person who picks up a child before the end of the regular school day must sign the child out in the school office. We will not release a 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. **PLEASE REFRAIN FROM PICKING YOUR CHILD UP BEFORE THE END OF THE SCHOOL DAY.** Minutes add up and can really hurt your child's academic progress. It also interrupts the classroom when we call a student to the office. There will be no early dismissals after 2:15 pm. When picking up your child at the end of the day, cars should line up in two lanes. Once in a lane, please remain in chosen lane.

Before School/After School Care Program

Students at St. James Elementary School may participate in the Before / After School program which is located in the cafeteria. Parents must register for this program at Sally's YMCA. The YMCA provides employees for the program and is run separately from the school.

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 that will show up on your phone is 704-748-1311. Make sure your voice mail is set up. Please listen to messages or answer your phone. **Calling the school because you didn't listen to the all-call interferes with our communication with the central office.** Please brief your child on what he/she is to do if school is dismissed early and you are at work. Also, provide your child's teacher with information concerning early dismissal (i.e. if school is dismissed due to inclement weather, should your child ride the bus or be a car rider?) The teacher will follow your chosen early dismissal plan from the beginning of the year that is noted on the student verification sheet. **NOTE: On days when school opening time is delayed by 1-2 hours, breakfast will still be served. If a delay of 3 hours is called, NO Breakfast will be served.**

Dress Code

Students at St. James need to be appropriately dressed for the day's activities. Not acceptable for school wear are halters, tank tops, spaghetti-strap tops, short shorts (shorts must be below finger-tip length when arms are straightened down the thigh), clothing which 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.

For more information on LCS policies regarding dress code, see **LCS Policy 4316**. You may view it on-line at www.lincoln.k12.nc.us or request a hard copy. Also, the dress code can be addressed in the Disruptive Behaviors Policy **LCS Policy 4315**.

Student Conduct and Discipline

“At St. James, we are respectful, responsible, relevant learners who are on-task and on-time each day!”

Components of the St. James discipline plan are listed below. The rules are as follows:

1. Show respect for everyone.
2. Consider the halls a quiet zone.
3. Be on time.
4. Have materials ready, including homework.
5. Dress appropriately.

Classrooms may paraphrase age appropriate interpretations of these rules.

Students who fight may be sent home immediately. Also, for acts of vandalism at school, restitution is expected.

Good behavior is reinforced with special activities, celebrations, happy visits, etc. We expect our students to be well behaved and self-disciplined. (PLEASE ALSO READ THE CODE OF STUDENTS BEHAVIOR POLICY FOR ALL LINCOLN COUNTY STUDENTS).

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.

St. James embraces the policy of being “violence free” and violence is not an acceptable procedure for handling conflicts. Daily on WSJE (school broadcast system) students are reminded of the school rules and good character is addressed. (**Exhibit Code: 1510/4200/7270-E School Safety**)

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

Policy Code: 4355 Corporal Punishment

North Carolina General Statutes provide that school personnel may use reasonable force in the exercise of lawful authority to restrain or correct pupils and maintain order. This provision has been legally interpreted to include corporal punishment. For more information concerning this, you may view the policy online or request a hard copy.

School Bus Behavior

The Lincoln County Board of Education is committed to creating the safest, 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 students 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 which distract the bus driver from his primary responsibility of the safe transporting of students.

These guidelines are for violations on the school buses that include: failure to follow instructions of the bus driver to remain seated, keep hands, feet, and objects to self, or other instruction 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: Warning to parents by phone and/or written notification, preferably both.

SECOND OFFENSE: Student is placed on probation. Parents will be notified in writing by mail 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.

For fighting, assaults, weapons, drugs, etc. Students involved may be removed from the bus for a period of time up to the end of the school year. Other school rules affecting fighting, assaults, weapon, drugs, etc. will apply.

For more information concerning bus behavior, see **LCS Board Policy Code 4317 R(1)**.

Changes in Transportation

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 process the change. Please do not call the office with such changes in travel. Note that students cannot ride a

bus with a friend unless they are already on the assigned bus. **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. Note that students are no longer permitted to ride a bus they are not permanently assigned to due to capacity limits. ****Students must board and depart the bus at their assigned bus stop. They cannot choose to do so at another stop for convenience.****

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

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 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.

Cell Phone Policy

According to **LCS Policy 4318**, student cell 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 smart watch 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 smart watch confiscated and returned to parent
- Second Offense: One month suspension of privileges
- Third Offense: Privileges suspended

Media Center

The library is the educational resource center of our school. Students should take care of the books they have checked out and be sure to return them at the proper time. Lost books should be reported to the librarian so that another book can be issued. Any lost or damaged books not paid for by the end of the year will result in the child being unable to purchase a yearbook.

Physical Education

Physical Education is an integral part of the instructional program and all children are required to participate. If on a particular day your child can not participate, please send a signed note to your child's teacher. A daily note will be satisfactory for up to three (3) consecutive days. After that time, a doctor's statement will be required.

Appropriate shoes must be worn during PE and recess play time.

Reporting To Parents

Report cards will be sent home every nine weeks (October 23, January 9, March 15, May 23). Progress reports will be sent home during the middle of the grading period. Teachers will be scheduling conferences and we want you to attend. Employers are obligated to allow parents / guardians to take up to 4 hours per year for school purpose. Please feel free at any time to request a conference.

School Supplies

Paper for school assignments is provided for Kindergarten and First grade. Second, Third, Fourth, and Fifth Grade students need to provide their own pencils and paper. For daily assignments, we expect students to use loose-leaf paper. Many of our teachers ask students to purchase additional supplies such as composition notebooks for writing journals, etc. Also, our web page has a listing by grade level of the needed supplies for the 2023-24 year (www.lincoln.k12.nc.us then select the elementary schools link). Your teacher will notify you of other grade level purchases.

Withdrawal of Students

If you are moving and are withdrawing your child from school, please call or come by the school a few days prior to the withdrawal date. This will give ample time to complete the necessary paperwork, etc. All books (library and regular textbooks) must be returned and monies owed to the school must be paid. Students will be officially withdrawn upon confirmation of enrollment and attendance in new school for accountability purposes.

Cafeteria

Our school cafeteria serves very wholesome and nutritious meals. We solicit your support in encouraging your child to eat in the school cafeteria. Weekly menus are posted at the school and published in Friday's Lincoln Times News. Monthly menus are available on the district website. Children are allowed, at the discretion of the cafeteria staff, to purchase additional items from the regular menu and/or special items. Many parents pay for lunch on a weekly basis. Therefore, advise your child as to which additional items they can purchase for lunch.

Cost of meals

Universal Breakfast (Student).....	FREE	Lunch (Student).....	\$2.80
Breakfast (Adult/visitor).....	\$1.65	Lunch (Adult/visitor).....	\$3.65
Milk.....	65¢	Reduced Lunch.....	\$0.40
Orange Juice.....	65¢		

Child nutrition requires the ***Special Dietary Needs Form*** to be filled out by the doctor in order for them to follow directives regarding students' food allergies.

We encourage you to apply for free or reduced lunch if you need to do so. All records of students who receive free lunches are kept completely confidential. You may apply at any time during the year if your financial status changes. Please see application. Students who bring a packed lunch from home may purchase milk or juice at school. We discourage children from carrying soft drink beverages or similar drinks to school. We also discourage thermos bottles. Often they come unscrewed and leak which soils and spots our carpet.

Parents are held accountable to pay lunch balances in a timely fashion. Yearbooks will not be made available to purchase if students maintain a balance in their lunch account.

Lunch money paid weekly should be sent in an envelope on Monday. If you are paying by check, please put the child's lunch number on the check along with your address and phone number. You also have the option to pay for and monitor your child's cafeteria account online through the LCS website (**LunchPrePay.com**).

Ice cream is purchased through the classroom teacher. Guidelines for the purchase of ice cream are developed on each grade level. The cost of ice cream is \$0.75.

Money, Valuables and Weapons

If your child is not experienced in handling money or cannot explain what you are sending money for, we suggest that you send it in an envelope with a written explanation. When sending a check written for the exact amount, it does not need to be in an envelope.

A child should not carry more money to school than is needed for the day.

Toys, radios, tape players, beepers, dangerous items, wallet chains, or pets are not to be brought on school grounds during regular school hours (exception is service dogs). **[LCS Policy 9200-R]** DO NOT LET YOUR CHILD WEAR VALUABLE JEWELRY TO SCHOOL. The school is not liable for lost items. Also, each year we accumulate many coats and sweaters in our 'lost and found' box. Please label these so we can return them to your child.

Knives and other dangerous weapons brought to school may result in expulsion or suspension of the students possessing them. No student is allowed to sell any item at school. 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** (You may view it on-line at www.lincoln.k12.nc.us or request a hard copy.)

Custody/ Attendance Area

Any legal documents pertaining to the custody of a student at this school should be on file at the school.

Students are required to attend the school in the district in which their custodial parent lives. Transfer requests may be applied for through the Lincoln County Board of Education. Contact the Board of Education office (704-732-2261) to obtain an application.

Helpful Hints

- Flowers and balloon bouquets for students will not be accepted at school. Please arrange to have these items delivered at home.
- Make sure your child is aware of his responsibility toward the care and upkeep of school property and materials. You, the parent, must pay for all lost or damaged materials.
- Appreciate work brought home by your child.
- Give opportunities for sharing responsibility.
- Speak positively of school programs and teachers.
- Read carefully all notices and bulletins from school. RESPOND PROMPTLY!
- Please see the calendar to check school closings and early dismissal.
- Students are responsible for their student planner. If lost, a replacement planner will be provided while supplies last for \$5.00.

What You Can Do To Help Your Child Learn

- Start each day right; a calm beginning at home makes the school day much better.
- Encourage your child to have a good breakfast and lunch. Make certain that your child gets at least 8 hours of sleep each night.
- Praise your child each day for something that he/she has done. Have a special place to put schoolwork or whatever is brought home.
- Laugh and talk with your child about school experiences and listen attentively to what is said about your child's school day experiences.
- Stress attendance. If a child is ill, home is the best place; otherwise, your child needs to take advantage of every school day.
- Keep lines of communication open between yourself and your child's teacher. Inform the teacher of any family situation that could influence your child's behavior. Also, if he/she is reluctant to go school, let the teacher know so that together you can find the reason.
- Take your child to the library and encourage reading for pleasure.
- Stress organization of school notebooks, materials, etc.
- Provide pencils, glue, scissors, paper, etc., for your child to use.
- Work at home with skills taught at school.
- Support your child by visiting the school and attending school functions as permitted by the Principal.

NUCLEAR EMERGENCY PLAN

You will need to be aware of the following classifications for a drill or an actual emergency:

- **Unusual event** – Is the least serious of the four warnings. A problem exists that could affect the station only and is being managed by Duke Power personnel.
- **Alert** – An event that could affect plant safety. Emergency response centers are being notified to the extent to support the station organization.
- **Site Area Emergency** – This could lead to the failure of plant functions for the protection of plant personnel and the public. Emergency response centers are being fully activated. The general public is advised of the current conditions and, if needed protective actions (**We would evacuate the facility at this point.**)
- **General Emergency** – Is the most serious. Response centers will initiate planned actions to protect plant personnel and the public. The general public is being advised of current conditions and of the necessary protective actions. Some areas may be evacuated.

SCHOOL PLANS TO CONTEND WITH ANY EMERGENCY AT THE MCGUIRE NUCLEAR STATION

- A. Minor conditions not requiring evacuation.
 1. The principal or assistant principal will personally visit each grade level representative with instructions.
 2. Communicate with the Superintendent's office to determine decisions practical at any particular moment.
 3. Instruct students and staff over the intercom as to protective action.
 - a. Stay indoors until told it is safe to go out.
 - b. Close all doors and windows.
 - c. Have air conditioning or heating system turned off.

- d. Remain quiet and listen for further instructions.
- B. Alert requiring evacuation to G.E. Massey Elementary School in Lincoln.
 - 1. Signal for evacuation will be an announcement for a "Code Red", "Evacuation Plan is now in Progress", followed by the bell ringing for 30 seconds followed by 30 seconds of silence – repeated continuously for two minutes.
 - 2. School buses will be used to evacuate all students and staff, calling also the county school transportation office for reserve buses.
 - 3. The buses will be parked in the bus lot at all times.
 - 4. Announcements will be made as to loading time.
 - 5. Buses will be loaded according to prior assignments.
 - 6. Regular bus drivers will be contacted – if unavailable, designated staff will drive.
- C. Each student will have available a visible identification badge with the following information:
 - 1. School Name
 - 2. Student Name
 - 3. Home Address
 - 4. Parent's Name
 - 5. Primary telephone number
 - 6. Bus number for evacuation
- D. Identification badges will be kept by the teacher and distributed in the event an evacuation is ordered.
- E. Parents are advised to listen to radio and television advisories and to go directly to G.E. Massey School in Lincoln.
 - 1. A sign will be placed on the school's front door with all pertinent information regarding the evacuation, destination of the students and staff, emergency telephone numbers, and the nuclear zone. This school is: Evacuation Zone P.
 - 2. All students will be evacuated to the center regardless of proximity to their home.
 - 3. All persons will be checked for possible contamination before being released at the center.
 - 4. Parents are to go to the shelter for their children. Parents trying to pick up their child(ren) at school would impede evacuation traffic. Access into the area will be restricted as well by law enforcement officers.
 - 5. Students will be well supervised and well cared for by competent, well trained shelter staff.
- F. There will be no staff left at St. James Elementary School.
- G. Telephone numbers which may be useful to parents in the event of an evacuation are:
 - 1. Lincoln County Schools 732-2261
 - 2. Lincoln County Sheriff Department 732-9050
 - 3. Emergency Management Office 736-8660

All office, cafeteria, maintenance, and support staff are strongly encouraged to ride the buses in the event an evacuation is necessary.

Equity Notice

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

EFFECTIVE JULY 1, 2008, Lincoln County Schools became tobacco free on all campuses and at all school sponsored events.

OUR SCHOOL IS FREE FROM ANY ASBESTOS MATERIALS