



# Lincoln Heights

## Environmental Connections

### Magnet Elementary

### ***Parent/Student Handbook***

307 Bridge Street  
Fuquay Varina, NC 27526  
Ph: (919) 557-2587

## **WELCOME TO LINCOLN HEIGHTS ELEMENTARY SCHOOL**

Dear Lincoln Heights Families,

We have put this handbook together to provide answers to questions about Lincoln Heights Elementary and to establish common procedures for all of us to use. We hope you will find the handbook to be helpful. If you have additional questions, please contact your child's teacher or our office. Wake County Public Schools also sends a handbook home that highlights important policies. Families are asked to sign a disclaimer form recognizing they have received both handbooks. Please keep both handbooks available for reference throughout the year.

### **OFFICE STAFF**

Principal: Kim Grant      Assistant Principal: Scott Gaitan      Admin. Intern: Jason Norton  
Lead Secretary: Tiffany Cassidy      Data Manager: Yolanda Elias      Receptionist: Micheala Bradshaw

### **SCHOOL OFFICIALS**

WCPSS Superintendent  
Cathy Moore

Southern Area Superintendent  
Dr. Clinton Robinson

School Board Representative  
Monika Johnson-Hostler

## **ATTENDANCE POLICIES AND PROCEDURES**

### ***When your child needs to miss school...***

Please send a note with your child on the day s/he returns explaining the reason for the absence. An absence may be excused in advance for educational reasons. The parent must complete form #1710, Request for Excused Absence for Educational Reasons. By signing the form, the parent assures the school that the absence meets the requirements of the law for an excused absence. It will only be approved by the principal if it meets the requirements as stated in the board policy. A copy of the Lincoln Heights Attendance Plan will be posted on our website. After 6 unexcused absences a letter will be sent home to parents and after 10 unexcused absences, parents will be contacted by the LHES Attendance Committee. After 5 tardies parents will be contacted by the LHES Attendance Committee. When a student is absent due to illness a note from the parent is required upon return to excuse the absence.

### ***Late to school...***

Each minute of the school day is important to the learning process. Help us get your child off to a good start by being on time. However, if a student arrives to class after 8:30 a.m. they are considered late. A parent or guardian must come with the student to the office to sign them in. After 5 tardies parents will be contacted by the LHES Attendance Committee.

In order for your child to be counted present, they must be in attendance half of the school day (3 hours and 15 minutes). For our bell schedule this means students must arrive before 11:45 a.m. and complete the school day to be counted present. Students that arrive at normal time cannot be checked out until after 11:45 a.m. to be counted present. Total hours in attendance must equal 3 hours and 15 minutes to count for a full day of school.

### **BEHAVIOR POLICIES**

Our goal is for students to demonstrate the character traits that have been taught and modeled for them, along with the school wide Positive Behavior Intervention Support (PBIS) expectations outlined in our school matrix. Below we have outlined the procedure that is used for students who choose not to demonstrate the TIGERS expectations.

The above behaviors will be documented either by the teacher or an administrator. A copy of the form will be kept by the teacher, one will be sent home for a parent signature, and one will be kept by administration.

Administration will decide if behaviors may result in suspension based on ***information gathered during the investigation*** and the ***intent of the student***. Dependent upon on the administration's findings, parents will be contacted and consequences will be determined. Lincoln Heights Elementary follows all Wake County Board Policies as it pertains to suspension. Please refer to the WCPSS parent handbook for more information or the WCPSS website at [www.wcpss.net](http://www.wcpss.net)

### **BIRTHDAY CELEBRATION**

Lincoln Heights complies with Wake County Board Policy 6140 regarding student wellness and nutrition guidelines for all food and beverages available on school campuses during the school day. We cannot operate fundraisers that involve food or beverage items within the school day nor may we use food or beverages of minimal nutritional value, per US Code of Federal Regulation Sec. 210.11, as rewards for academic performance or good behavior. The teachers dedicate their instructional time to teaching and learning; therefore, any form of celebration will be in keeping with board policy. Parents wishing to recognize their child's birthday are encouraged to reach out to our Media Specialists, Pam Bobay, and purchase a book in their honor for our media center. A special birthday nameplate will be placed in the front of the book. If you prefer not to purchase a book to recognize your child parents may send in non-food school supply items (i.e. pencils, erasers, etc.). Students should not distribute birthday party invitations at school unless they are inviting the entire class, or all the girls/all the boys. Due to potential allergies, student birthday balloons or flowers are not permitted in the classroom and will be held in the office if brought on campus.

### **BUS DISCIPLINE**

Parents are requested to remind children of appropriate bus behavior. Students should understand that riding the bus is a privilege, not a right. The following are examples of behavior which will result in a discipline report to an administrator: eating or drinking on the bus, placing a body part out of a window, not remaining seated, pushing or crowding when entering the bus, playing, throwing objects, failure to observe safety rules and regulations, using profane or abusive language, smoking, possessing alcoholic beverages, bringing

weapons on the bus, and vandalizing or tampering with bus equipment. Repeated offenses could result in your child being suspended from the bus for the remainder of the school year. For additional information on transportation guidelines please visit <http://wcpss.net/transportation>

### **CARE AND USE OF LIBRARY BOOKS AND TEXTBOOKS**

Care should be taken with calculators, library and text books so that all students benefit from their use. In the event that a calculator, library or textbook is lost or damaged, the student will be charged a fee for the replacement of the materials.

### **DISMISSAL/RELEASE OF STUDENTS**

School is dismissed at 3:00 p.m. Carefully planned safety procedures have been established for dismissal. **For security reasons, students are not dismissed from the classroom. Enter the office, sign your child out, and the office staff will call your child to the office for dismissal.** We cannot permit students to leave school during the day unless a parent or a parent's official designee accompanies them. If you plan to have someone else pick up your child, please send a note. **WE WILL NOT DISMISS STUDENTS AFTER 2:45 P.M.** This is valuable instructional time the teacher uses to give students directions for homework and/or other important information. If you need to check out your child early, do so before 2:45 p.m. For security reasons, we will be asking for photo identification for all individuals checking out children. In order to protect instructional time, it is our policy not to release students to observe sibling performances.

Lincoln Heights students arrive home by bus, car, or they are walkers. If you drive to school to pick up your child, you must go through the carpool line. Our policy does not support parents parking and coming into the office to pick up a child. Additionally, only students identified as walkers by WCPSS will be dismissed to walk/bike home. **For safety and security reasons, this procedure will be strictly enforced Lincoln Heights Elementary Staff.**

### **DRESS CODE**

To help keep our students focused on learning without distractions, we expect each one to dress appropriately. Our [Student Dress Code](#) prohibits disruptive, provocative, revealing, profane, vulgar, offensive, obscene or unsafe clothing or bodily appearances. Here are some examples.

Don't wear:

- exposed undergarments
- see-through or excessively short, tight or revealing clothes
- bare midriff shirts
- clothing with lewd, indecent or vulgar messages or illustrations
- clothing that advertises products or services illegal to minors
- head coverings
  - Head coverings are allowed if they are an expression of a sincerely held religious belief (e.g., hijabs or yarmulkes) or cultural expression (e.g., geles) or to reasonably accommodate medical or disability-related issues (e.g., protective helmets).
- chains, spikes or other accessories that could be perceived as or used as a weapon
- clothing that violates the school system's policies against gang and gang-related activities

## **HEALTH AND SAFETY GUIDELINES**

### ***Becoming sick at school...***

If your child becomes sick at school, we will take his/her temperature and contact you. Wake County School's policy requires that a child with a fever of 100 degrees or more must go home and be free of fever for a full 24 hours before returning to school. If a child has vomited, the parent will automatically be called to pick up the child from school. If a child is suspected of having ringworm, head lice, pink eye, or an undiagnosed rash, the parent must pick up the child from school. Students must have a doctor's note and/or proof of treatment in order to return to school.

### ***About medications...***

All medications must be in the original container with the pharmacy label. Medication is dispensed and recorded in the office. All medications require Form 1702—Parent Request & Physician's Order Form for Medication (available online at wcpss.net, at the school, and doctors' offices) to be completed and appropriately signed. No over-the-counter medications (cough drops, aspirin, etc...) may be given without a physician's order. Also, office staff may not put anything (antiseptics, alcohol, etc...) on scrapes or cuts.

***Parents, not children, should transport medication to and from school. All medication must be delivered to the office and signed in by the parent.***

### ***If your child is injured...***

If your child is injured at school, we will administer first aid and will contact you concerning an injury more serious than a minor abrasion. If, in our judgment, an injury requires immediate medical attention, we will call 911 for emergency assistance and then will immediately contact a parent at home or work. If your child needs to be transported to a hospital, an adult staff member will accompany him/her if you have not yet arrived at school. **PLEASE BE CERTAIN THAT YOUR CHILD HAS SEVERAL LOCAL EMERGENCY TELEPHONE NUMBERS ON FILE WITH THE OFFICE.**

## **INFORMATION CHANGES FOR STUDENTS**

In case of emergency we must have current addresses, telephone numbers, and emergency contacts for all students during the year. Any changes throughout the school year should be sent to the office or made in the Parent Portal in Powerschool. If you change your residence, you will need to bring another proof of residence (gas bill, electric bill, water bill, sales/lease agreement) to the office. A phone bill is not considered proof of residence. You will be asked to confirm and/or update your information at the midyear point.

## **LOST AND FOUND, VALUABLES AT SCHOOL**

LHES lost and found is located by the front office. To help keep track of items parents are encouraged to have identification on the inside of clothing or personal items. Money and eyeglasses will be kept in the office. Unclaimed items will be donated to a local charity **monthly**. Please do not allow students to bring large sums of money, valuable items (i.e. cell phones), toys, games, cards, etc. to school. For security reasons, valuable items will be held in the office until parents can retrieve them. The school is not responsible for items that are misplaced or stolen.

## **CAFETERIA**

You may set up a weekly or monthly lunch accounts from the cafeteria. The cafeteria will notify the student when the lunch account is three days from expiring. Make checks payable to Lincoln Heights Elementary Cafeteria. Please include the child's name and teacher's name on the check or money envelope. Parents are always welcome to join their children for lunch. A parent or guest may join his/her child at the classroom table when space is available. If a child has more than one guest for lunch, the guest table should be used.

Parents with younger children in strollers should use the guest table. If you wish to eat with your child on the outside picnic table, please notify a cafeteria supervisor. You may not take other students with you to the outside table. Please keep in mind that your child should be able to open the food containers and they should not require heating. As a courtesy to our child nutrition staff, ***we encourage you to bring food that follows the WCPSS nutritional guidelines and school board policy.***

**Per Wake County nutrition guidelines, if a child does not have lunch money, he/she will be provided fruits, vegetables, and water for the day.** As a reminder, your child will be notified that additional money is needed for his/her lunch account.

**Per Wake County nutrition guidelines, if a child does not have lunch money, he/she will be provided fruits, vegetables, and water for the day.** As a reminder, your child will be notified that additional money is needed for his/her lunch account. If the child does not return the borrowed money they will be offered fruits and vegetables.

### **NUTRITION GUIDELINES**

**In accordance with our new board policies, parents may not bring in food for student consumption for snacks, or other special event treats.**

**Board Policy [6140](#)** outlines Student Wellness Guidelines for all foods and beverages available on school campuses during the school day. All provided foods and beverages will be in compliance with the nutrition standards set the by the North Carolina State Board of Education per North Carolina NC general Statute 115C-264.3.

### **PARENT COMMUNICATION**

A student folder containing some student work will be sent home weekly. Parents should review the weekly progress of the child, keep the contents, then sign and return the folder so teachers will know the parent is aware of their child's progress. PTA and classroom information will also be sent through weekly folders when needed.

Appropriate communication between the school and home is essential for the success of all of our children. Teachers will schedule a minimum of two conferences per year. Parents may request a phone conference if attendance is inconvenient. We believe that parents and teachers need this time of communication in order to best serve students. Our staff is committed to providing time for the conference. Home visits are an option for conferences as needed. Please contact any staff member as you see the need. During the instructional day we ask parents to leave notes in the office for teachers. If you wish to email, teachers will respond within 24 hours. Protecting instructional time is a priority.

### **PARENT VISITS/CUSTODY AGREEMENTS**

All visitors to the school must enter the front doors of the school and check in at the office before going into other parts of the building. You will be given a badge for identification. Please remember to sign out before departure. Staff members are directed to stop anyone not wearing identification and ask them to return to the office for a visitor badge. This is a safety precaution and we appreciate your cooperation.

If you wish to visit your child's classroom, please make arrangements with the teacher prior to your visit. Please understand that volunteering in the classroom is not the time for a teacher conference. Keep in mind that unannounced visits during the school day take instructional time from your child and others and therefore, will not be permitted. If you have an urgent situation, please come to the office and we will assist you. Please

refer to school board policy 2521. For classroom observations, please contact an administrator.

Legal orders regarding custody and visitation are kept on file in the school office. ***However, it is not the responsibility of the school staff to enforce visitation agreements.*** The family member who has visitation rights for a given weekend or period of time needs to make the necessary arrangements for that visit without school personnel involvement.

### **SCHOOL HOURS**

The school day starts at 8:30 a.m. and ends at 3:00 p.m. Students may go to their classrooms or breakfast at 8:00 a.m. Carpool and bus unloading begins at 8:00 a.m. No student may enter the building before 8:00 a.m. **If a child arrives at school after the 8:30 bell the student must be signed in at the office.** If a child is leaving early the parent/guardian must be on campus before we call them out of class. No student will be called out of class after 2:45 p.m. In the afternoon, students who ride buses are dismissed when their bus has been called. Students who carpool (carpool tags can be obtained from the office) will be dismissed at 3:00. Carpool students should be picked up no later than 3:15 p.m. Parents are to wait in their car for their students to be dismissed through the carpool line. **For the safety of the students and supervisory issues, these policies will be strictly enforced.**

### **TRANSPORTATION**

#### ***Buses...***

Safety for all students is our utmost concern. If your child is to go home a different way than he/she normally does, a note must be sent to the teacher stating the change. Without written permission, we will send your child home the normal way. If there is an **emergency**, please contact the front office for permission for your child to go home an alternate way. Changes in bus transportation cannot be arranged to accommodate after school play dates. Students are only assigned to one bus and may only ride their assigned bus.

**The school cannot be responsible for notifying children of changes in transportation home; therefore, make afternoon arrangements in the morning, inform your child, and send in a note with the requested change.** Students who carpool and are riding home with someone else should bring a note to the teacher and/or office stating with whom they are riding. Students who are walking home with another child will need a parental permission. The other child should also bring a note confirming the change. Basically, if a student is going home in any way that is different from the norm, a note is necessary and must be approved by an administrator.

#### ***Carpool...***

Our carpool lane is located on the park side of the school at the gym entrance. Families who plan to drive their child at anytime during the year must register in the office for a carpool tag. This tag must be displayed when the car comes through the carpool line. The tag helps staff identify students and is a security precaution. **We ask that you always drop children off and pick them up in the supervised carpool lane.** It is dangerous to have children cross the parking lot during carpool; therefore, drop off the child first in carpool, then park your car if you are coming into the building for meetings or to volunteer. Our staff will make sure that your child enters the building and you can meet him/her in the lobby or classroom. You will be instructed to remain in your vehicle with the carpool tag number displayed and we will bring your child to the vehicle. This is an important component to our school safety policies and procedures.

#### ***Walkers...***

Only students deemed as walkers by WCPSS Transportation Department may walk to school or ride their bike to school.

## **VOLUNTEER REGISTRATION**

Each year WCPSS requires parents to register/reactivate their volunteer registration through Volunteer Registration web-site. If you were approved last year you need to reactivate prior to October 31, 2017. This can only be done at a WCPSS school. We encourage parents and members of the community to volunteer at our school. Please plan to register/reactivate early in the year if you wish to be a volunteer or field trip chaperone. Parents that are not on the approved list will be unable to volunteer or chaperone until their clearance is given. If you wish to chaperone a field trip please be aware that siblings are not permitted on field trips due to liability concerns and that parents are not permitted to ride WCPSS buses.

## **WCPSS CODE OF STUDENT CONDUCT**

All students are responsible for complying with and are expected to be familiar with the WCPSS Code of Student Conduct (Board Policy 4309) and school board policies governing student behavior and conduct. All Code of Student Conduct policies are contained in the WCPSS Student/ Parent Handbook, which is distributed to all students and parents at the beginning of each school year or upon enrollment in the WCPSS. If there is a conflict between the rules expressed in this handbook/agenda/planner and the Code of Student Conduct policies, the WCPSS Code of Student Conduct policies shall take precedence.

Todas las políticas del Código de Conducta Estudiantil se encuentran en el manual de WCPSS de Estudiantes/Padres, el cual se distribuye a todos los padres y estudiantes al principio de cada año escolar o al matricularse en el WCPSS. Si hay un conflicto entre las reglas expresadas en este manual de Estudiantes/Padres y el manual/agenda/planificador de la escuela de su hijo(a) las reglas expresadas en este manual deben tomar prioridad.

