



Lockhart Lions R.O.A.R!

Lockhart Student/Parent Handbook 2017-2018

This is a handbook to support specific Lockhart Elementary Structures and Procedures it is in addition to the WCPSS Student/Parent Handbook that can be found at <http://wcpss.net/handbook>

Welcome to the 2017-2018 School year!

School Day

It is extremely important for students to arrive on time and stay until dismissal. If a child consistently misses instruction, this will definitely influence the child's academic performance.

8:00 Opening bell rings- Adult supervision begins 8:00-8:20 Breakfast 8:00-8:30 Homeroom period 8:30 Tardy bell rings, morning announcements, instructional day begins 3:00 Dismissal

Arrival: The official school day begins at 8:30 A.M. After 8:30, students are considered tardy. Our building opens for students at 8:00 and adult supervision begins at this time. No student should arrive prior to 8:00, unless they are enrolled in our Before School Daycare Program. Students may report to their classrooms between 8:00 and 8:30. Teachers and assistants are on duty during this time to help supervise students. When arriving by car, parents should unload children in the carpool area at the back of the school where staff is on duty. Under no circumstances should parents unload carpool students at the side or front of the building. This is for the safety of all children.

Departure: Dismissal for car and bus riders begins at 3:00. If parents are going to change a child's regular form of transportation, we ask that they send a note or call the school by 1:30 PM. Dismissal is an extremely hectic time. There are NO child check-outs in the office after 2:45pm. If a parent calls by 2:00, this allows the office staff time to contact the child and the child's teacher. All car riders will be dismissed in the afternoon at the gym area only. Car riders will not be dismissed through the front (office area), side or rear exits of the building. Parents are asked to stay in their vehicles and proceed through the line to pick up their children. Please do not park and walk up to get students. These procedures are designed for the safety and well being of your children. Please be considerate of our staff in following our school hours, with the exception of an extreme emergency. If a parent or authorized adult will be late, it is their responsibility to notify the office as soon as possible. We understand that emergencies arise. We also understand that traffic can be challenging or hectic, but still expect all children to be picked up by 3:30. When your child is picked up late, our staff is required to

remain in the front office supervising them. Therefore, they are unable to attend to other duties or participate in extended school activities/meetings. Excessive late pick-ups will result in a referral to the school social school administration.

Early Release Days: On Early Release Days, students are dismissed at 12:30 PM. This includes buses and carpool. Lockhart's Aftercare Program does operates on Early Release Days from 12:30-6:00 PM. We will serve lunch before students are dismissed. On Early Release Days staff members are involved in workshops and other required planning activities. Because staff members are involved in required activities and unavailable to supervise children, it is important that parents plan to pick up carpool students by 1:00 on Early Release Days.

Check-In/Check-Out: Students arriving at school after the 8:30 bell must sign in at the office and will be considered tardy. If students arrive late, the parent/guardian should come into the building with their child to sign them in or send a note in with their child explaining why the child is arriving late. Students arriving at school after 8:30 will be given a pass in the office to admit them to class. Because instruction begins at 8:30, parents should make every effort to get their child to school prior to 8:30. Parents/guardians should not plan to pick their child up before 3:00 PM except in an emergency or if the child has a doctor/dental appointment. If at all possible, please plan for doctor or other appointments after school hours, on school holidays, and during your child's track out periods. When parents/guardians must pick up their child early, they sign the child out in the office and allow the office staff to call the classroom; please do not go directly to the classroom. Records will be kept on early dismissals and late arrivals. Early dismissals and late arrivals do affect perfect attendance. Children who consistently arrive at school late or leave early often get behind due to missed instruction. Please work with us to protect instructional time.

Attendance

Students are expected to attend school regularly. However, there are circumstances that require a student to be absent from school which are considered approved absences. These circumstances include:

- Illness or injury
- Quarantine
- Death in the immediate family
- Medical or dental appointments
- Court or administrative proceedings
- Religious observances
- Educational leave opportunities (require prior approval)
- Other reasons excused by the principal (requires prior approval)

Upon returning to school, students should present a written excuse within two school days from the parent/guardian stating the reason for the absence. If a written excuse is not received within two days the absence will be considered unlawful/unexcused. At six unlawful/unexcused absences, a report is made to the counselor or school social worker. At ten unlawful/unexcused absences, legal consequences may be necessary. To be considered in attendance for the school day, students must be present for at least three hours of instruction.

Attendance Areas and Proof of Residence: In order for a student to attend Lockhart Elementary School, parents/guardians must reside in the Lockhart Elementary attendance area. Board Policy requires that parents present proof of residence. If you move outside the attendance area, Board Policy requires that parents request special permission for their child to remain in the school and transportation becomes the parents' responsibility. It is the parents' responsibility to notify the school of any changes in residence. Below is a list of possible documents that would serve as proofs of residence:

- Current utility bills dated within the past thirty days (gas, water, or electric bills are accepted; no phone bills or cable bills)
- Recent signed lease or rental agreement dated within the past thirty days
- Recent settlement statement dated within the past thirty days

Educational Leave for Students: By Board Policy, parents must make requests for Educational Leave to the principal in writing prior to a student's absence from school. The request can be in the form of a letter, or parents can pick up a form from the office. This request should be made at least a week in advance in order to allow time to notify teachers of the upcoming absence. When educational leave is approved, students are responsible for making up all work upon their return to school. Teachers cannot be expected to compile assignments prior to the absence. Before parents make a request for educational leave, they are strongly encouraged to consider the impact this will have on their child. Even though students will be allowed to make up missed assignments, there is nothing that can make up for missed instructional time. Students will be held accountable for learning the materials covered during the absence.

Perfect Attendance: At the end of the school year, students will be recognized for perfect attendance. If a child is late more than once, picked up early more than once, or misses any days from school, regardless of the reason, he/she will not be eligible for this recognition.

Enrollment/Withdrawal from School: Whether you are enrolling or withdrawing your child, it is extremely important to contact the school in which your child will be attending as soon as possible. The school where you are enrolling will contact the school from which you are withdrawing to request records.

Before you leave, you should contact the office at the school where your child is currently enrolled to finalize your child's records. Please notify the school at least one day in advance by note or telephone. Textbooks and library books must be accounted for and all the child's belongings must be taken home.

Visiting Campus

Office: Our school office is located to your left as you enter the main front doors. Mrs. Frazier, Mrs. Lohse, or Mrs. Pope will be happy to assist in any way.

Visitors: Anyone visiting our school must first check-in and check-out at the office and wear a visitor's badge while on campus. Please remember to enter through the main entrance. Visitor parking is available in the front of the school and to the side of the gym. Visitors should not park at the back of the building.

Observing your Child's Classroom: Due to the instructional disruption it causes to a classroom as well as to hold compliant to all FERPA regulations we discourage parents observing their child's classroom. If you feel it is necessary for you to observe your child in their classroom setting you must first submit a request in writing to our school's Principal, Mr. Zoller. He will review the request and respond back to you within 48 hours. All parent observations will have either the principal or assistant principal accompany you during the observation.

We recommend instead of observing, to become an active volunteer with your classroom teacher and class. Then you can visit as a part of the classroom and get a better feel of what actually occurs on a day to day basis.

Bus Transportation

Bus Rules and Regulations: School bus transportation is a privilege that may be withdrawn for inappropriate behavior. A student is to ride the bus to which he/she is assigned. Students will be allowed off the bus only at school and at their designated stop on the routes. Students riding the bus must comply with the requests of the driver. Students should be at the bus stop 10 minutes before the bus is scheduled to arrive. Students who attend Lockhart on a transfer or grandfathered status are not eligible for bus transportation.

Bus transportation is a privilege extended to those students who live in the Lockhart attendance area and behave in a manner consistent with the rules and regulations of Lockhart Elementary, Wake County Public Schools, and Public Laws of North Carolina. The school bus is an extension of the school day and all rules and regulations apply. Failure to comply with these rules will result in the denial of transportation privileges and/or suspension and expulsion.

At Lockhart Elementary School, we have clearly defined rules and expectations that lead to a safe and positive environment for all buses. Teachers will review these rules, as well as, general safety throughout the year. However, during the first two weeks, we will focus on bus safety. During this time, students will be made aware of the duties and responsibilities involved in being a good school bus passenger. We hope that our parents will also voice their concern to their child about conduct on the school bus.

Following is a list of rules, which we expect students to know and follow:

1. Passengers must be on time. The driver has a schedule to follow and cannot wait for tardy passengers.
2. A passenger must stay off the street or roadway while waiting for the bus. Students are expected to stand by the road, several feet from the pavement. They should wait until the bus comes to a full stop and then board the bus. If they must cross the street, they should walk quickly to the bus.
3. Take a seat as soon as possible once on the bus. Refrain from moving around while the bus is in motion. Remain seated until the bus reaches the unloading area.
4. Passengers should get permission to open the windows.
5. Keep hands, arms, and feet inside the bus at all times.
6. Objects should never be thrown about the bus or out of the window.
7. Passengers should never eat or drink while on the bus.
8. Aisles should be kept clear at all times.

9. Personal belongings should be kept in the passenger's lap or placed under the seat.
10. Profanity, indecent language, alcohol or tobacco products are strictly prohibited.
11. Passengers should maintain complete silence at all railroad crossings.
12. Passengers should not tamper with the emergency door.
13. Passengers should never deface the bus in any way.
14. Passengers should never tamper with the fire extinguisher or first aid supplies.
15. Passengers should not ride on the bus unless assigned by the principal or designee.
16. Passengers should not rush to get off the bus. Pushing or shoving will not be allowed. Passengers should remain in position until the bus has completely stopped.
17. Passengers should always get on and off at designated stops. This can only be changed with the knowledge and approval of the principal.
18. Observe classroom conduct while riding the bus. Be courteous, respect the rights of others, and cooperate with the driver in every way, stay in your seat, talk softly, help keep the bus clean, and keep hands and feet to yourself. A distraction could cause an accident.

Discipline Procedure: We will follow a sequence for bus discipline. The first two reports of misconduct will be handled through warnings and/or removing privileges. The office will issue a warning letter and/or make a phone call to parents. Any future referrals may result in suspension from the bus. If a child is suspended from the bus, it is the parent's responsibility to transport the child to and from school. The exception will be fighting, drugs, alcohol, and/or weapons. These will result in automatic suspension/expulsion.

Adults Boarding the School Bus: Adults are not allowed to enter a school bus without the permission of the Transportation Supervisor, the principal, or assistant principal. NC State Law 14-132.2 Section B states: "Any person who shall enter a public school bus after being forbidden to do so by the authorized school bus driver in charge thereof, or the school principal to whom the public school bus or school activity bus is assigned, shall be guilty of a misdemeanor punishable by a fine not to exceed one hundred dollars, imprisonment for not more than 30 days or both." If parents need to speak to the driver, please send a note to the driver including your phone number for the driver to call you. Please do not talk with the drivers at the bus stop. They must keep their schedule, and they block traffic when stopped.

Changes in Transportation: If a child goes home by the bus or carpool and a change needs to be made, the parent/guardian is requested to send a written note to school or call the school with the change. If you call the school to request a change in the way that your child will go home, it is extremely important that you call before 2:00 PM in order to allow the office staff time to notify the teacher and child. Sending in a verbal message by the child cannot be accepted. Too often, children may forget the change or get confused about the change which may result in the child leaving school in the wrong way. This creates a frightening situation for everyone! If the school is not contacted by the parent/guardian through a written note or by phone, the child will be sent home by his/her regular form of transportation.

Carpool Information

Our Vision: All Lockhart Carpool students are picked up safely and by the appropriate people.

Our Goal: To ensure that carpool runs as safely and efficiently as possible.. We realize that this is also your concern as parents. During the past several years with the support of parents, we feel that we have developed efficient and effective methods for use with carpool. **Carpool drop-off procedures will go unchanged. Carpool pick-up procedures have changed. Students will be dropped off in the morning at the back of the school. Students will be loaded in front of the gym for carpool pick-up in the afternoon.** We will be using a new carpool app that is specific to Lockhart. We will work with you daily to make carpool work smoothly and safely.

Staff members will be on duty each morning and afternoon supervising children. We do need parents' continued support in making our carpool process simple, fast, and, most importantly, safe. Please help us by following the procedures listed below:

1. **All** children will be unloaded/loaded in designated areas only.
2. Children will be unloaded/loaded by supervising staff members. Please reinforce with your child to follow the supervising adults' instructions. Safety is our first priority! We cannot risk the chance of a child running out in front of a car. Saving a few seconds of time is not worth a child's life! We ask parents to wait patiently.
3. Children should not be released from other exits to load in the afternoon. All car riders will be released at the gym. Students will not be dismissed before 3:00.
4. If parents plan to pick up children prior to carpool dismissal, they must go to the office first. We cannot release children to parents who go to the classroom to pick up children without an office pass. Nor will we release them to get in cars before 3:00.
5. Parents must send a note or call the school if their child will be going home by a different form of transportation.
6. At dismissal time, please do not come into the school to pick up your child. Because of the limited space, this will stop the flow of traffic and slow down the entire process for everyone. In addition, please do not come into the gym to pick up your child. Please wait in the carpool line and we will load students as quickly and safely as possible.
7. We will use the number system to help with carpool. Parents will be given a carpool number to display in their window. Parents will also be given a QR code to display so that the person taking numbers can scan the number quickly. The student's name will appear with the number on a screen in the gym. We will also click on the picture of the adult picking up the child.
8. Once a carpool number is issued, students will keep that same number from year to year. New display tags will be provided to parents each year, **but**, parents must go to the office to claim the number for the new school year and receive a new tag. This will also be a great time to have your picture taken.
9. Keep in mind that the first few weeks of school, the process may be slower as students and parents become familiar with the process. Please be patient!
10. Upon leaving the carpool area, **cars are expected to turn right** and go through the parking lot to exit school grounds. This keeps traffic flowing quickly and smoothly. Please note: Cars that turn left onto Smithfield Rd. run the risk of being ticketed by the local police department.

We will continuously evaluate all areas of our school to make sure our environment is safe. We are extremely concerned for the safety of "our" children, and we must work together as a "school family" to provide the safest environment possible. By working together, we can make Lockhart even better!

Discipline

Discipline: Students are expected to follow the discipline rules in their classroom and school-wide. We cannot and will not allow a student to steal precious instructional time from his/her classmates or to prevent others from having opportunities for learning. Please review the section on discipline included in this handbook. Also, please review Wake County's Discipline Policy included in the WCPSS Student/Parent Handbook provided by the county to each student.

At all times parents will be a active informed part of all discipline or behavior concerns. Parents will be notified of all behavior reports and behavior support meetings. Parents are also able to request support from our school by contacting the classroom teacher, student support staff members and/or Administration.

Positive Behavior Support: Lockhart is a Positive Behavior Support (PBS) school. Here are some of the guiding principles of this program:

- Positive Behavioral Support Programs are a way to impact the learning environments in the schools in order to support high student performance and to reduce behavioral problems.
- Whole School Positive Behavioral Support is a systematic approach that establishes and reinforces clear behavioral expectations.
- It is a team-based system involving the entire school staff using a systems approach.
- The school staff must adopt a common approach to discipline that is proactive, instructional, and outcome-based.
- The data about the school is used to guide decision making.
- The school team looks at the entire school campus and the whole school day.
- The goal is to help educate all students, even students with challenging behaviors.
- There is an emphasis on continuous, data-based improvement, individualized to each school.
- PBS is also an instructional approach that focuses on systematically teaching social behavior using effective instructional methodology.
- Systematically teaching and implementing behavioral interventions for the most difficult students is also a key component.

Lockhart uses the acronym ROAR to show our four traits we are looking for in all school settings. ROAR stands for:

Respect

Order and Safety

Awesome Attitude

Responsibility

For each area in our school there is a ROAR Matrix that provides specific expectations of positive actions students may display for successful behavior. There is a matrix for the hallway, cafeteria, restroom, playground, and arrival/dismissal. Below is a sample matrix for the Hallway:

Respect

I walk quietly because others are learning.
I listen and follow directions of all adults.
I keep my hands and feet to myself.

Order & Safety

I walk facing forward.
I carry my belongings appropriately.
I walk on the right side of the halls and walkways.

Awesome Attitude

I stay in my space and accept my place in line.
I silently wave and smile to greet others.
I am polite and courteous to others.

Responsibility

I walk directly to and from my destination.
I walk in a single file line.
I use a pass when I am in the hallways without my class.

Lessons for each of the designated areas are taught and reinforced at the beginning of the school year, when students track back in after each break, and whenever otherwise needed.

Positive reinforcements may be earned by each class. When a class is caught showing ROAR Behavior, the class earns a PAW. After the class accumulates a certain amount of PAWS, they earn a special class reward. There are several types of PAWS that may be earned by an individual class.

Individual students can also earn a positive reinforcement for demonstrating the ROAR Behavior around the school. When a student is caught demonstrating the ROAR behavior he/she is given a special ticket. The student can accumulate tickets and purchase prizes from the ROAR Store.

Since Lockhart has implemented PBS, the school has noted positive changes due to the benefits of establishing school-wide expectation. We hope to continue this trend this year and need your help. Please ask your child what is expected of them in different, specific areas of the school and review that with them daily. Reinforce the positive things your child does to help them to continue to make the right choice.

Referral to the Office

The following offenses will result in automatic referral to the office. Once the child is referred to the office for these offenses, the child may be suspended and/or a parent conference may be required.

1. Weapons on the school grounds (Bringing weapons on the school grounds, including school buses and bus stops will result in an automatic referral to the office resulting in suspension and a referral to the appropriate community law enforcement agency.)
2. Serious physical harm to and/or physical assault on an employee or another student (Regardless of previous referrals to the office, students will be automatically suspended for serious physical harm to an employee or another student, and a referral will be made to the appropriate community agency.)
3. Fighting
4. Serious threats to staff members and/or other students
5. Serious damage to property
6. Leaving school without permission
7. Documented pattern of chronic behavior problems

Pulling Fire Alarm

Pulling the fire alarm will result in automatic suspension. This is very serious and could create an extremely dangerous situation for students and teachers. Teachers are required to explain this to students during the first week of school.

Weapons

Weapons including knives, razors, explosives, fireworks, guns, facsimiles of guns, and/or any other object that can reasonably be considered dangerous instruments are forbidden on any Wake County school campus. (Please refer to WCPSS Board Policy 6427)

Pagers, Laser Pointers, Radios, Games, Cell Phones, Etc.

Pagers, laser pointers, radios, games, cell phones, and other non-instructional items are not to be brought to school. These items are also forbidden on school buses. Students who violate this policy will be required to leave the items in the office until parents/guardians come to school to collect them.

Toys

Toys should be left at home unless they are brought to school with the permission of the teacher as a part of a class project or activity. Toys distract from instructional activities and our staff cannot be held accountable in the event that toys from home are lost or stolen. Staff members will collect "unauthorized" toys and keep them until parents/guardians come to school to collect them.

Sale or Trade of Items

Students are not to engage in the sale or trading of any items with other students (for example: selling/trading cards, games, music, candy, gum, pencils, clothing, or any other personal items). Selling/trading items is prohibited and could result in suspension. Confiscated items will be held in the office until parents/guardians come to school to collect them.

Please Note:

All students are responsible for complying with and are expected to be familiar with the WCPSS Code of Student Conduct 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.

Dress Code

The Wake County Board of Education has adopted a dress code for ALL Wake County Public Schools. Parents should read this dress code very carefully and make every effort to comply with the expectations. In the past, our parents and students have used good judgment in determining clothing. Because of this, we have had few problems in this area. In the event that a student dresses inappropriately, the student is not allowed to return to classes.

School Policy 6410.1 Student Dress Code

Inappropriate Dress- Principals shall exercise appropriate discretion in implementing this policy, including making reasonable accommodations on the basis of student's religious beliefs or medical conditions. Students are expected to adhere to standards of dress and appearance that are compatible with an effective learning environment. Presenting a bodily appearance or wearing clothing which is disruptive, provocative, revealing, profane, vulgar, offensive or obscene, or which endangers the health or safety of the students or others is prohibited. Examples of prohibited dress or appearance include, but are not limited to: exposed undergarments; sagging pants; excessively short or tight garments; bare midriff shirts; strapless shirts; attire with messages or illustrations that are lewd, indecent or vulgar or that advertise any product or service not permitted by law to minors; head covering of any kind; see through clothing; attire that exposes cleavage; any adornment such as chains or symbols, styles or attire frequently associated with intimidation, violence or violent groups about which students at a particular school have been notified. Individual schools are free to specify additional examples of dress or appearance that are prohibited at that school under the terms of this policy.

If a student's dress or appearance is such that it constitutes a threat to the health or safety of others, distracts the attention of other students or staff from their work, or otherwise violates this dress code, the principal or principal's designee may require the student to change his or her dress or appearance. A second or repeated violation of this policy may result in disciplinary action.

Child Nutrition Services

Cafeteria Program: The mission of our Child Nutrition Program is to serve nutritious breakfasts and lunches as well as a la carte items. The program is committed to removing foods that are high in fat and/or sugar from the choices available to elementary students. Changes being seen include new ice cream products, baked packaged snacks, reduced fat items, and 100% juices. There are many choices, but all meet the Winner's Circle criteria. Students may pay for their breakfast or lunch on a daily basis or make weekly or monthly prepayments. Prepayment may be made in cash, by check/money order to Lockhart School Cafeteria or online at myschoolbucks.com. If a prepayment is made by cash, check, or money

order, the payment should be delivered to the cafeteria in the morning by 8:30. Once a student has prepaid, the amounts of the meals purchased are subtracted from the child's account.

Breakfast: The cafeteria is open for breakfast each morning until 8:20. Students participating in the daily breakfast program should report directly to the cafeteria upon arrival at school. Students must arrive in the cafeteria before 8:20 in order to participate in the breakfast program (unless they arrive on a late bus). All students are expected to be in their classrooms by 8:30. Although we provide a system to allow all students who want breakfast to receive breakfast we also have a limited amount of time in the morning. Students are expected to enter the line promptly and quietly, get their choice of breakfast, sit down in the assigned seat indicated by the staff member monitoring, and stay silent focused on eating a healthy breakfast and getting to class. Students who can not follow these procedures will be referred to administration and a parent phone call will occur.

Lunch: Students may buy lunch at school or bring it from home. If they bring lunch, they may buy milk or juice. We ask that no bottled drinks be sent to school. If a child forgets his/her lunch money, he/she will be given a vegetable plate. A fund for lending money is not available. Because we are concerned for the health of our children, we will not allow students to purchase extra items unless they have purchased lunch or brought lunch from home. Extra items are not intended to take the place of a healthy lunch.

Lunch and Breakfast Numbers: Students will use their Power School identification number as their assigned cafeteria number. This number will be used to identify students, their lunch status, and whether they have money in their account. Please assist your child in learning this number.

Breakfast and lunch prices for elementary students are as follows for the 2016-2017 school year:

Student Breakfast	Full Price	\$1.25	Reduced Price	\$.30
Student Lunch	Full Price	\$2.25	Reduced Price	\$.40

Student items are also sold at a la carte prices.
Adult breakfast/lunch items are sold at a la carte prices.

Milk	\$.50	Ice Cream	\$.75	Juice	\$.50 and \$.75
Cookies	\$.25 each	Frozen Smoothies	\$.75		

Free/Reduced Lunch Applications: Parents can request an application to apply for free or reduced prices. Applications are submitted to Food Services where they determine if parents qualify based on income. Once applications have been submitted, it is mandatory that parents complete a new form if their income changes during the school year. Parents will be required to pay for their child's breakfast and/or lunch until the status of the application has been determined. **Families are required to complete a new application each school year.**

Purchasing Extra Items: During lunch we sell extra items for students to purchase. Students cannot purchase these items unless they have brought their lunch from home or have bought lunch from the cafeteria. These items are not intended to take the place of a healthy lunch. We do ask that students purchase no more than two extra items. These items should be eaten in the cafeteria at lunchtime only and should not be taken back to the classroom. We do not sell items for snack time. If you wish for your child to have snacks at other times during the day, please send them to school with your child.

Emergencies

Information Sheets: At the beginning of the school year, all parents will be asked to complete student information sheets for their child. It is extremely important that these forms are completed and returned to school at that time. This allows us to update addresses, phone numbers, and other information that would be needed in the event of an emergency. Parents should also include those individuals to whom their child can be released. It is also mandatory that parents notify the school in the event that this information changes at any time during the school year.

Messages: Emergency messages may be left for students by calling the office at 266-8525. Office staff will see that the message is delivered. Messages may be left for school staff through the office. Class will not be interrupted for telephone messages.

Emergency Drills: Emergency drills are scheduled periodically throughout the school year. Visitors, volunteers, and parents who are at school during a drill are asked to follow our evacuation procedures.

- **Fire Drills:** A fire drill is held each month that school is in session. Students are expected to follow the directions of their teacher during a fire drill. There is no running, talking, or disorderly conduct during a fire drill.
- **Severe Weather Drills:** Severe weather drills are held periodically. When the signal bell sounds, students and adults evacuate the classrooms and proceed to the designated areas. Teachers will practice drill instructions with students.
- **Lockdown Drills:** Lockdown drills are held periodically. Students are expected to follow directions of their teacher during a lockdown drill. Teachers will practice drill instructions with students.

Inclement Weather

Delays, Early Dismissals, or Closings due to Weather Conditions: Please inform us of the method of transportation you plan for your child in the event school is dismissed early due to inclement weather (ice, snow, flooding, early release, etc.) or any other unforeseen incident. The first notification of early school dismissal, delayed opening, or school closing is made to the local television and radio stations. If the weather appears threatening, please turn to a local station/wcpss internet sites for information.

Parents are requested to listen to the news media to learn of delays, early dismissals, or closings rather than calling the school for this information. When calls are made to the school, it ties up our incoming lines to the extent that calls cannot be received or placed at the school. Parents of students enrolled in day care centers should check with the center to learn if the center will pick up students when school is dismissed early.

Please note that year-round schools do make up days missed due to inclement weather on Saturdays.

Health Issues

Medication: School officials may administer medication to students only if the following criteria are met:

- The Parent Request and Physician Order for Medication Form (en Espanol) must be completed and submitted to the school. The form can be obtained from the physician's office or the school. Once the physician has completed these forms, parents can bring these by the school along with the medication that the school will be administering.
- Medication must be sent to the school in the original bottle with the physician's label. The parent/guardian should bring the medication into the office; please do not send medication in by the child.
- Medication forms must be completed each school year by the physician.
- School personnel cannot administer over-the-counter medication to students unless the doctor prescribes it and we have a Medication Form signed by the doctor and parent on file at school.

Immunizations: State law requires that every child have an adequate record of immunizations on file at school. Generally, if a student has been enrolled in another school and transfers to Lockhart, this information will be provided to us from the previous school. However, if this information is incomplete or not included in records sent, it is the responsibility of the parent/guardian to provide the school with this information. Failure to provide the school with your child's immunization record within thirty (30) calendar days of his/her entry into school may result in suspension from school until the record is provided and/or immunizations are complete.

State law requires the following minimum doses:

- **DTP/DTAP:** 5 doses (Second booster on/after fourth birthday, before enrolling in K-1 for first time; if a fourth dose of DTP/DTAP was administered on/after the fourth birthday, a fifth dose is not required.)
- **Polio:** 4 doses (Booster before enrolling in K-1 for first time. If a third dose of polio was administered on/after the fourth birthday, a fourth dose is not required). NOTE: Effective October 1, 2005, the requirement for a fourth dose of polio to be given on or after the fourth birthday has been eliminated.
- **Rubella:** 1 dose (One dose on/after age 12 months.)
- **Hib:** 1 dose (Vaccine not required if individual passed fifth birthday; number of doses required varies by age-see complete law reference.)
- **Mumps:** 1 or 2 doses (One dose on/after age 12 months. Individuals entering school for the first time on/after July 1, 2008 required to have second mumps vaccine.)
- **Hepatitis B:** 3 doses if born on/after 7/1/94
- **Measles:** 2 doses (One dose on/after age 12 months, second dose at least 28 days later and before entering K-1 first time after 7/1/94.)
- **Varicella:** 1 dose (Students born on/after 4/01/01 are required to have one dose of varicella vaccine administered on/after 12 months of age. Students born before 4/01/01 are not required to receive varicella vaccine. Students affected by this required will begin entering kindergarten for the first time during the 2006-2007 school year.)

Accidents: Parents will be notified of accidents needing medical or immediate attention. **Parents must be sure that the school always has a current emergency phone number on file.**

Insurance: School insurance will be available to each student at the beginning of the school year. Parents will be provided with information about this voluntary program at the beginning of school. The premium and responsibility for completing the forms will be assumed by the students' parent/guardian. Go to www.k12studentinsurance.com for additional information on plans, pricing and enrollment. Remember to respond within 15 days of the start of school to ensure your child is covered effective the first day of school. Any Questions? Call our local servicing broker: Steve or Carolyn, American Advantage Marketing Group at 1-800-232-9601.

Lost and Found

Please be sure to mark your child's coats, sweaters, lunch boxes, book bags, and other personal belongings with your child's name so that items can be returned if misplaced. Articles that are found are taken to the office. Lost items can be claimed by proper identification.

Valuables: School staff try to prevent losses, but they are not responsible for students' personal property. Unnecessary money and/or valuables should not be brought to school. Please be sure that personal belongings and clothing are labeled with your child's name.

Damaged or Lost Materials: If students lose, destroy, and/or damage a book, musical instrument, etc., while it is in their possession, it is the responsibility of the parent/guardian to reimburse the damages. This includes theft. Please note: Once payment has been made for a lost textbook or library book, payment will not be refunded. As a result, if the student locates the book after payment has been made, then the book will belong to the student.

Conferences

Parent conferences are considered an essential part of a child's education at Lockhart. Open communication between home and school foster success. Parents are encouraged to talk with teachers about their child's progress. We hope that you will feel free to contact us at any time that you have questions or concerns. Conferences may be arranged by a note to the teacher or by calling the school (266-8525) to leave a message for your child's teacher. Times may be arranged to conference with your child's teacher after school or during his/her planning time.

Curriculum

Proficiency Standards: Proficiency standards for promotion have been established for all students in kindergarten through fifth grade. Throughout the year, your child's teacher will be able to share information with you concerning how your child is performing in relation to grade level expectations. Teachers will talk with parents about possible strategies to support their child's continued growth. During the school year, we will conduct informational sessions related to promotion standards. Parents are strongly encouraged to attend. It is crucial that parents understand the expectations for each grade level. Please familiarize yourself with what your child must accomplish to be promoted to the next grade level.

Parents should feel free to contact the school to arrange conferences with questions or concerns. Should you have questions, our school staff will be happy to talk with you.

Wake County Public School System Promotion Standards 2017-2010: Grades K-2: Students will perform at Level 3 (proficient) or above in the following areas:

- WCPSS Mathematics Assessment
- WCPSS Literacy Assessment -
 - Kindergarten -Late Emergent: 17 of 19 print concepts, Reading level 3-4 with 90% accuracy with a retelling score of 3 or above -
 - Grade 1 -Late Developing: Reading level 15-16 with 90% accuracy with a retelling score of 3 or above -
 - Grade 2 -Early Independent: Reading level 23-24 with 90% accuracy with a retelling score of 3 or above

Grades 3-5: Students will perform at Level 3 (proficient) or above in the following areas:

- WCPSS Math Assessment WCPSS
- Literacy Assessment
- NC End-of-Grade Test of Reading Comprehension
- NC End-of-Grade Test of Mathematics
- NC End-of-Grade Test of Science (5th grade only)

End-of Grade (EOG) Testing in Grades 3-5: Students in grades 3, 4, and 5 are required to take the North Carolina End-of-Grade Tests in Reading and Math. Students in 5th grade are required to take a North Carolina End-of-Grade Tests in Science. These tests are extremely important to your child and our school. The results become a permanent part of your child's school records and are used to determine if a child meets promotion standards. It has been shown involved parents can improve test scores! Parents can make the difference by communicating with his/her child's teacher and working with their child at home. It is extremely important for parents to help their child with homework, to read to their child or let their child read to them, to reinforce math facts, and to make sure their child comes to school on time and prepared daily. Staff members will work with parents to help them find ways to help and support their child.

Homework

In compliance with School Board Policy 5510, each school in Wake County must develop a homework plan. This plan will be reviewed annually and updated as needed.

Homework assignments will be related to instruction and serve as an extension of activities that occurred during the school day. Because homework is an extension of the instructional day, it is important that all assignments are completed promptly. Planners have been purchased for children in grades 3-5. The planner is to be used to write down homework assignments. It allows a method for teachers to communicate with parents on a daily basis concerning daily homework assignments.

Teachers will also send Monday Folders as a method of communication with parents concerning the child's performance. The Monday Folder may contain information about homework assignments.

If there are questions about their child's homework or about whether their child is completing homework assignments regularly, parents should contact the school as soon as possible. Don't wait! If a child is not completing homework or does not understand the homework assigned, it will affect his/her performance and progress. Homework is an important area that the classroom teacher and the parent must work together as a team to insure the success of every child.

Homework can be assigned at all levels K-5. The purpose of homework will be the following.

- To enrich and extend school experiences through related homework activities
- To reinforce learning by providing practice and application
- To stimulate effort, independence, responsibility, and self-direction

Homework will be assigned for the following reasons:

- Drill, practice, application, extension, enrichment
- Continuation of unfinished class assignments
- Independent projects and research

The researched based guidelines for minutes of homework per day have been identified and outlined below. Please note: homework (including reading, research, and other long term projects) will not be assigned during a student's track out periods.

- The average child in grades 3-5 will spend approximately 50 minutes per night on homework. The average child in grades K-2 will spend approximately 20 minutes per night on homework. Additional nightly reading may be assigned to students at all grade levels. With kindergarten students, no homework may be assigned at the beginning of the year; however, homework will be assigned as students become more proficient and independent learners. The length of initial homework assignments in kindergarten will be based on the individual needs of the learners.
- Projects and research may be spread over a period of several nights or weeks.
- No required amount of homework will be given each night.

Because homework is designed to help students with a wide range of subjects and to reinforce many different skills, assignments should be varied. The types of homework can include, but are not limited to the following:

- Continuation: Completing assignments started in class
- Reading: Using textbooks, library materials, leveled books, reading books, and reference works
- Writing: Creative writing projects, compositions, and summaries
- Experimentation: Working to uncover further findings of an experiment already initiated in class
- Research: Working on projects
- Drill: Practicing fundamental skills of a particular subject
- Observation: Purposefully seeking ideas and information through such activities as viewing television programs or plays or preparing evaluations of these

- Memorization: Committing to memory such material as poems, speeches, plays, words and their definitions, and mathematical formulas
- Exhibits: Collecting and preparing materials for others to view and examine
- Make up work: Completing essential or appropriate work missed during absence
- Interviews: Gathering information from authoritative sources through personal contacts

Homework assignments will vary according to the differences in students' abilities and according to the grade level in which the students are assigned. Homework assignments will be reviewed daily. Late assignments will be accepted; however, being late may cause the grade to be lowered.

Intervention Program

Our Literacy Program is geared toward building reading skills and accelerating reading progress. It is available to eligible kindergarten through fifth students. Students who are having difficulty with reading skills and reading comprehension may be eligible. Our Intervention teachers work with small groups of children with reading skills and strategies within the classroom setting.

Progress Updates/Interim Reports

Grades K-5 issue progress updates (interim reports) to all students at the midpoint of the first and third nine-week periods. Students who are working below benchmarks will receive a progress update at the midpoint of the second and fourth nine weeks.

Kindergarten students will receive a progress update (interim report) at the end of the first and third nine-week grading periods.

First Grade students will receive a progress update (interim report) at the end of the first nine-week grading period and at the midpoint of the third nine-weeks. Be sure to sign and return progress updates promptly. A conference may be scheduled should you have questions about a progress report.

Report Cards

Parents of students in grades two through five will receive report cards every nine-weeks. Parents of kindergarten students will receive report cards at the end of the second and fourth nine-week grading periods. Parents of first grade students will receive reports cards at the end of the second, third, and fourth nine-week grading periods. Please sign the report card envelope and return it to school the next day. Keep the report card. Please be sure to read any additional information enclosed with the report card.

Understanding the Elementary School Report Card

Field Trips

Grade levels plan field trips during the year to enhance classroom instruction. All students going on field trips must have a field trip permission form signed by their parent or guardian. The signed permission form must be on file before the student is allowed to leave campus on a trip.

Internet access

All students registered in the Wake County Public School System will automatically be given access to the Internet. Students are supervised in their use of the Internet at school. Students need access to the Internet to use i-Ready, Study Island and to use the catalog system in the media center. Parents have the option to deny their child's access to the Internet. To exercise this option, please complete and return the Parental Request to Deny Access form (available on the district's external web site or available by requesting a copy from the school office). We encourage all parents to allow students to access the Internet as a valuable instructional tool at school.