S. Ray Lowder 2026-2027 Family Handbook

"Every student matters; every moment counts;
Every day is a new opportunity to make a difference."

Our Mission

The staff of S. Ray Lowder Elementary School will form partnerships with students, parents, and the community to provide a safe and nurturing learning environment in which all students are provided quality instruction to develop the skills necessary for achieving academic success and responsible citizenship.

Vision

At S. Ray Lowder, our vision is to create an inclusive environment in which all students recognize their ability to achieve goals through collaboration, dedication, and persistence, empowering them to take ownership in guiding the trajectory of their futures.

S. Ray Lowder Values

- Dedication and persistence in making progress towards personalized goals
- The unique characteristics, perspectives, and interests of all students
- Respect for individuals as well as the larger community
- Collaboration as a tool for individual and community success
- Reflection and critical thinking as pathways to continuous improvement

S. Ray Lowder School Pledge

As Lowder Lions, we pledge to…
Participate in academic activities
Respect all members of our school community
Interact with others in a positive manner
Develop good habits which lead to success
Explore new opportunities to learn and grow

To Our families,

Welcome to a new school year at S. Ray Lowder Elementary School! We are excited to partner with you as we begin another year of learning, growth, and achievement for our students.

The "Student Handbook" section of the Student Planner has been created to provide important information about our school, including staff, expectations, policies, and activities. A strong partnership between home and school plays a vital role in student success, and clear, consistent communication is key. The Student Planner is designed to support both organization and communication. Students and teachers will use it to share weekly updates such as homework assignments, notes, and reminders. We encourage you to review the planner regularly with your child and complete the section below to acknowledge that you have read and understood the information provided. If you have any questions, please feel free to reach out to your child's teacher or the school administration.

We look forward to working together to make this school year engaging, rewarding, and successful for every student.

Sincerely,

Jordan Beam, Principal

COMMUNICATION

S. Ray Lowder staff members will do their best to ensure important information is communicated regularly through weekly phone calls from administration and school webpage. Families may also find it useful to follow the S. Ray Lowder Facebook page to stay updated on school events. Teachers may communicate via student planners, phone calls, or technology-assisted education platforms such as Apptegy. It is important for families to ensure correct phone numbers are on file in Infinite Campus and messages are able to be delivered to voicemail boxes. Please list several emergency contacts in Infinite Campus each year and update all contacts as changes occur. Parents/guardians should use the LCS webpage to verify and update student information in Infinite Campus at the beginning of each school year. All staff should respond to communication from families within 24 hours, but this will most likely occur after school hours or the following day so as not to disrupt the learning environment.

SCHEDULE

7:20 a.m. The school is open for student arrival. Students may report to the cafeteria for breakfast. Breakfast is free for all students.

7:45 a.m. The bell rings to signal the official beginning of the instructional day. Students who arrive after this are considered tardy and should be signed in at the front office by a parent or guardian.

7:50 a.m. PreK drop-off begins.

11:00 a.m. to 1:00 p.m. Lunch is served by grade levels. Lunch is free for all students.

2:15 p.m. PreK pick-up begins in the bus lot

2:33 p.m. Kindergarten and first-grade bus riders are dismissed.

2:38 p.m. Second through fifth grade bus riders are dismissed.

2:40 p.m. Car rider pick up begins.

BEFORE/AFTER SCHOOL CARE

A Before/After School Care program is offered through the YMCA on student school days. Before/After School Care will take place at S. Ray Lowder Elementary. For more information please contact the YMCA. Several local daycares offer options for before and after school care with transportation provided as well. Please contact the office if you'd like more information regarding these programs.

MORNING ARRIVALS FOR CAR RIDERS

Car riders should enter campus through the entrance of the staff parking lot (to the right of the building if you are facing the school). The car rider line will wrap around the perimeter of the parking lot to help alleviate traffic back-ups along Kennedy Drive. **Students must exit the car from the passenger side for safety reasons.** The area is supervised each morning between 7:20 and 7:45 a.m. Students should not be dropped off before 7:20 a.m. and those who arrive after 7:45 a.m should be walked into the office and signed in by a parent/guardian. Otherwise, students should only be walked into the building by a parent under special circumstances such as the first day or in the event they need assistance carrying additional items for a project, class party, etc. Do not enter or park in the bus parking lot (to the left if you are facing the building). Families dropping off PreK students should wait behind the cone until staff are ready for you to come up for morning drop off at 7:45 a.m. when K-5 drop-off is completed.

Our instructional day begins at 7:45 a.m. Being on time enables students to be settled in and ready to learn. Students who are frequently tardy may miss valuable instruction or other information and often disrupt instruction for others because teachers have to pause to repeat directions, take up homework, etc. We realize that there are times when it is necessary for a student to arrive late, but habitual tardiness disrupts the learning environment and can cause embarrassment for students. Excessive tardiness will be addressed by the school administration or the school social worker.

LEAVING EARLY

Students should only leave school early for appointments or unavoidable events and should bring a note from their parents/guardians. Parents will enter the front office and the secretary will call the child from their class. Students will only be called from class upon the arrival of the parent/guardian. Habitual early check-outs result in loss of instruction for those students and disrupt the classroom learning environment. Frequent early check-outs will be addressed by the administration or the school social worker. There are no early check-outs after 2:00pm for the safety of our students during dismissal procedures and routines.

AFTERNOON DISMISSAL FOR CAR RIDERS

In the afternoon, parents/guardians of car riders should enter campus through the entrance of the staff parking lot (to the right of the building if you are facing the school). The car rider line will wrap around the perimeter of the parking lot to help alleviate traffic back-ups along Kennedy Drive. Car riders will be issued a car rider tag with their name and a car rider identification number. Using a number system allows students to move quickly to their pick-up spot marked by colored cones. If your child is to be picked up by someone who does not have the car rider tag, please notify the school by sending a written note in your child's planner and give the person your child's car rider identification number. Phone messages should be limited to emergencies only. All transportation changes should be written in the student's planner for the appropriate day so the teacher will know. Please DO NOT make transportation changes over the phone OR through Apptegy for the current day as our staff cannot be sure of the identity of the caller and cannot ensure that the request will be verified and communicated in a timely manner. All students are expected to be picked up by 3:10pm daily. Our school has a Late Pick Up Policy in place that will be sent home at the beginning of the year. https://docs.google.com/document/d/1QjvrJo5EaZHjpLaWCFcD3lpeQ7SglXEu8c_D53Iq9KM/edit?usp=sharing

SCHOOL BUS TRANSPORTATION

We are committed to creating a safe, efficient, and effective transportation system. The following are components of a safe transportation system:

1. **Bus transportation is a privilege, not a right, for students.** The school district and the state invest money to provide the opportunity for free transportation to and from school **for students residing in the S. Ray Lowder school district**. There is no inherent right for any student to participate in this system and those privileges may be revoked in the event of repeated failure to follow bus procedures. Students attending S. Ray Lowder on a LCS approved transfer are not eligible for bus transportation.
2. Appropriate behavior by students on school buses is vital to student safety.
3. Bus transportation is unique in that the responsible adult on the bus is unable to visually monitor students and must focus his or her attention on the road ahead for the safe operation of the school bus. Cameras on buses assist administrators with identifying students whose behavior creates safety concerns.
4. All Lincoln County schools operate under the principle that one student will not be allowed to jeopardize the safety of others by being involved in activities which distract the bus driver from his/her primary responsibility of the safe transportation of students.

5. Bus transportation is an extension of the school day. Therefore, regular school disciplinary regulations will apply in **addition** to other bus-related actions. The Principal or Assistant Principal may determine consequences at their discretion.
6. All federal and state laws, as well as local school board policies, apply to students while on school buses.

All bus routes will begin between approximately 6:20 and 6:30a.m. Estimated pick-up and drop-off times will be communicated to parents. However, be prepared for those times to vary between 5 and 10 minutes, especially during the first week of school.

1. Have your child ready at least 5 minutes before the bus usually arrives. Drivers are required to be on schedule and stop at every stop. They will not make a habit of blowing the horn and waiting on students. We will verify complaints that a student missed the bus because it arrived more than 5 minutes early by checking the computer-generated stop report.
2. Stops are combined so that students living in close proximity are dropped off and picked up together to decrease the length of time that all students spend on the bus. The law states that a bus should not stop less than .2 miles apart.
3. Buses are not allowed to transport students down roads that are not maintained by the state.
4. Students will not be picked up or dropped off at locations other than their residence unless it is under extraordinary circumstances and has been approved by the administration in writing.
5. Students will not be dropped off unless drivers can confirm that a responsible person is home to supervise students in primary grades. School administrators reserve the right to advise drivers to bring students back to school if they have questions regarding the safety or supervision of a student.
6. Remind your child daily that good bus conduct is expected, and help him/her have a stress-free start to the school day by being prepared for the bus.
7. Bus safety procedures will be reviewed at the beginning of each school year in class and reinforced by drivers. Please remind your students of these procedures on a regular basis.

SCHOOL BUS RULES

We believe all students can behave appropriately and safely on a school bus. Behavior that may prevent drivers from focusing on their main responsibility of transporting students safely will not be tolerated. Behavior that affects the social-emotional or physical well-being of others will not be tolerated. In order to provide all bus riders safe transportation, students are expected to obey the following rules:

1. Follow directions quickly and courteously.
2. Follow all safety processes and procedures.
3. Stay seated in your assigned seat at all times.
4. Keep voice levels at a reasonable level and be respectful of others.
5. Keep hands, arms, legs, head, and objects to yourself.
6. Drinking, eating, and chewing gum are not allowed.
7. Do not leave trash or other objects on the bus.

8. When SILENCE IS NECESSARY, the driver will turn on the lights inside the bus and all students are expected to comply.

The following guidelines, in addition to existing disciplinary codes at our school, are to be used for violations of bus rules. Failure to adhere to these guidelines will result in:

FIRST OFFENSE:

Warning to parent by phone and/or written notification.

SECOND OFFENSE:

Silent lunch and students are placed on bus probation. Parents will be notified by phone and/or written notification. Bus suspension is possible depending on the severity of the incident.

THIRD OFFENSE:
Denial of bus privileges; the length of suspension will depend 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 10 days depending on the maturity of the student and the severity of the offense. Parents will be notified.
FIFTH OFFENSE AND BEYOND:
Denial of bus privileges for up to 20 days or for the remainder of the school year depending on the maturity of the student and the severity of the offense. Parents will be notified.

Buses are equipped with cameras. Reported misbehavior may be investigated through use of these cameras and/or student and driver interviews. The Principal or Assistant Principal may determine consequences at their discretion based on the nature or frequency of incidents including bus suspension at the first offense.

It is important that your child's bus transportation is consistent due to the capacity limits of our buses. Bus drivers are not allowed to make any unscheduled stops and will not allow any student who is not on their current transportation list to ride without prior approval from administration. If you need your child to ride a bus, change any stops, or ride a different bus, please send a written request to the office as soon as the need arises. Please state your child's first and last name, the bus number, residential address of the stop and the day/date of the necessary change. Please give telephone numbers where you can be reached if additional information is needed. If there is no available room on the bus or sufficient time was not given to grant the request and we are unable to contact you, your child will be sent home using his/her usual method of travel.

GOING HOME WITH ANOTHER STUDENT

Students who are going home with other students or to some other location are required to have a note from their parents stating that they have permission. We will not knowingly permit a student to leave with someone else without written permission. These notes should be brought to the office at the beginning of the day for approval from the principal. Please keep a change of buses to a minimum. All of our buses are at capacity and extra passengers may cause an overload. These plans should be worked out at home by the parents.
*** Transportation changes will not be taken over the phone except in emergency situations. Please send a note or write it in the student planner.**

INCLEMENT WEATHER

The decision to close or delay school due to bad weather will be made by the LCS Superintendent. A decision will be made as early as possible and will be publicized through local news networks, the LCS website, and Facebook. The superintendent will use the automated phone system to notify all parties. If no announcement is made, you may assume that schools will operate on a normal schedule. Days missed due to inclement weather will be made up according to the school calendar or may be designated as remote learning days. Weather conditions sometimes worsen during the day after children have arrived at school. If early dismissal of school is necessary, it will be communicated via the same platforms used for delays or closures. To keep telephone lines open for communication, please do not call the school or central office. Working parents are advised to make special provisions for childcare on days when school must be dismissed early because after school programs may be closed as well. Please have an emergency plan for your children if school is dismissed early and communicate that plan to your child's teacher. Please do not attempt to communicate with your child by phone in the event of early dismissal. We will send a written request for your plan at the beginning of the school year. Please complete the form, review it with your child, and return the plan to school.

ATTENDANCE

Regular school attendance is mandatory and necessary for the academic achievement of all students. There is no substitute for the uninterrupted personal contact between teachers and students in the classroom environment. Even though missed work may be made up, direct instruction is imperative for learning to occur.

The public school laws of North Carolina require compulsory attendance. Although the primary responsibility for school attendance lies with parents or guardians and students, the schools accept the responsibility to publicize the attendance policy, monitor and record student absences, and enforce state law and school policy regarding excessive school absences. A STUDENT MUST ATTEND AT LEAST ONE-HALF OF THE SCHOOL DAY (until 11:30 a.m.) TO BE COUNTED PRESENT.

The following reasons may be accepted by school officials as valid excuses for absences when satisfactory evidence of the excuse is provided:

1. Illness or injury.
2. Quarantine.
3. Death in the immediate family.
4. Medical or dental appointments. Please schedule appointments after school or on days when school is not in session.)
5. Court or administrative proceedings if the student is a party to the action.
6. Religious observation, if the tenets of a religion to which a student or his/her parents adhere require observance of a religious event.
7. Educational opportunity. Approval for such an absence must be granted prior to the absence and may or may not be granted at the discretion of administrators. Family vacations are not typically considered valuable educational experiences and should be scheduled when school is not in session for students.
8. Short-term suspension.

***Absences will only be excused if the appropriate documentation is provided. Students are expected to make up any work missed within three days of returning to school.

EXCUSE NOTES

When a student is absent, a valid written excuse must be presented to the teacher or designee WITHIN THREE SCHOOL DAYS of the student's return or the absence(s) will be coded "unexcused." In the case of elementary students, excuse notes prepared and signed by parents will be accepted for 10 absences during the school year. Additional absences beyond the limit of 10 parent absences for elementary, must be written by doctor, dentist, or court official in order to be officially coded as excused.

If possible the parents should call the school by 9:00 a.m. if their child will be absent. Truancy will not be tolerated. School officials may telephone or visit homes and/or parents' workplaces of habitually absent students to verify reasons for repeated absences. The Compulsory Attendance Law requires us to notify parents of unexcused absences by mail after the third, sixth and tenth absences. A school attendance official will investigate these absences and legal action may be taken. Students are expected to make-up any work missed due to absence, whether excused or unexcused. Time for make-up shall be made within three school days. Students with less than a 94% attendance rate (12 absences) will be reviewed on an individual basis to determine if retention or legal action is appropriate. Please help us maintain our good attendance record by sending your children to school daily. We will celebrate good attendance throughout the school year.

VISITORS

All visitors, including parents and volunteers, are required to check-in at the school office and a photo I.D. must be presented. Visitors will be issued a visitor's badge to be worn while on school property. No one is allowed in classrooms or hallways without a visitor's pass from the office. Our teachers work diligently to maximize instructional opportunities and time on task, and we ask your help in minimizing interruptions and distractions. We

welcome your visits, but for the protection of our students, we will be diligent in ensuring that only authorized guests enter the building for valid reasons that do not interrupt the learning environment. Parents/guardians who wish to eat lunch with students must follow these same procedures and should notify staff prior to arrival to ensure that space is available at the visitor's table. Respectful and responsible behavior is required at all times and visitors who exhibit behavior that is deemed inappropriate to staff and students will be asked to leave campus immediately.

VOLUNTEERS

Parent and community volunteers make an important contribution to our school. All volunteers must have a background check before interacting with students. Please let us know if you may be interested in volunteering or mentoring students, so we can direct you to the volunteer screening form on the LCS website.

STUDENT DRESS CODE

School dress should be reasonable and appropriate. All students are required to wear shoes that are appropriate for elementary recess. Students will have physical activity every day unless we have inclement weather. Flip-flops, shoes with heels, etc. are discouraged. Please label coats, toboggans, book bags, lunch boxes, etc. with your child's name. Each year we have many unclaimed items in our lost and found that are discarded or donated to charity. Lincoln County Schools' dress code is as follows:

Except as specifically authorized by the principal or designee, no student shall wear (as defined herein) clothing or any other garment or item or cause him/herself to have an appearance that is not compatible with an effective learning environment or that is inappropriate to the learning process. Examples may include, but are not limited to, the following: clothing with alcohol/ tobacco/controlled substance advertisement or reference, clothing with vulgar writing/symbols of sexual reference, or clothing with racial comments.

• Tops, tank tops, and shirts must cover chest, back, and midriff. Any top, tank top, or shirt must have shoulder straps of at least two (2) inches in width.

• See-through clothing is prohibited

• Bottoms should be the appropriate size and worn at the hip at all times. Shorts and skirts must be visible underneath shirts/sweatshirts. Shorts and skirts should strike the leg at the end of the fingertips with arms relaxed.

• Students must remove hoods and head coverings when they enter the building.

• No head coverings, hats, sunglasses, or hoods can be worn inside a school building during the school day without prior approval by the school administration for special occasions. The wearing of hats, bandannas and head coverings of any kind, and any garment or item that covers the student's face or conceals the student's identity within any building, except for established medical or religious reasons or is part of a student Behavior Intervention Plan and/or Student Support Plan, is prohibited.

• Dark glasses worn inside a building are prohibited unless prescribed by a physician. If so, a note must be on file in the principal's office.

• Sleepwear, or any sleep-related clothing or materials including but not limited to pajamas, slippers, bedroom shoes, blankets, or pillows, are not appropriate in a school setting and will not be permitted unless authorized by administration for special occasions and events.

• Underwear worn as outerwear is prohibited.

• Exposed undergarments are not permitted.

• Tights of any kind, leggings/jeggings, or yoga pants worn as outerwear are not permitted unless the following criteria are met: the shirt, skirt, or dress worn with tights, leggings/ jeggings, or yoga pants must strike the legs at the end of the fingertips; this includes form-fitting sweaters and/or dresses.

• Rips or tears above fingertip length are not permitted. Rips or tears in pants/shorts must be below where the fingertips strike the legs (students can wear as long as leggings/tights/yoga pants or compression-type clothes are worn underneath rips or tears).

• Pants may not be excessively baggy or drag the floor. Pants must be worn on the waist, with a belt, if necessary, to hold them up. Any type of wording or message appearing on the seat of the pants/bottoms is prohibited.

• Excessively short, tight, or oversize clothing is prohibited.

• Gang attire is prohibited during the regular school day and at extracurricular events. Any dress, book bags, or materials that reflect association with or promoting of a "gang" are prohibited. Determination is made by the administration or resource officer.

• Chains or jewelry that hang from wallets, spiked collars, rings, and bracelets which may be used as a weapon, cause injury, or hinder movement are prohibited.

Discipline for violating the student dress code — Elementary School

*• **First Offense** - Warning, student will be required to change clothes, and parent notified.*

*• **Second Offense** - Student will be required to change clothes; parent notified, and student assigned to in-school discipline.*

*• **Third and Subsequent Offenses** - Student will be required to change clothes; parent notified, and subject to further consequences.*

• Students refusing to change/modify their clothes upon the principal's request will be considered as insubordinate. Further disciplinary action will result at the principal's discretion.

STUDENT BEHAVIOR

Education is the primary purpose of public school. Appropriate student behavior is essential in creating an atmosphere that is conducive to learning and must be consistently maintained in all areas of the school program. Responsibility for the development and maintenance of appropriate behavior is shared by parents, students, and school staff members. Our goal for student behavior is that each student learns to be self-disciplined throughout their time here. Our staff will provide rewards for positive behavior and consequences for inappropriate behavior. You will receive a copy of rules, rewards, and consequences used in your child's classroom within the first weeks of school. In the instance that behavior warrants an office referral, the school administrators will assign consequences in a fair and consistent manner. The severity of consequences will increase with an increased number of infractions. Please discuss our school rules, procedures, and consequences with your children.

SCHOOL PROCEDURES

- Students will be respectful to adults and peers.
- Students will follow directions promptly and courteously.
- Students will maintain appropriate voice levels in hallways and classrooms.
- Students will keep hands, feet, and objects to themselves.
- Students are responsible for their own actions.

CAFETERIA PROCEDURES

- Students will walk slowly in line and keep their hands to themselves.

- Students will use good manners in the serving line and at the table.
- Students will not save seats for other students.
- Students will remain seated until time to leave unless they raise their hand and are given permission to get up for special circumstances.
- Students will pick up trash from the table and floor in their area before leaving.
- Students will speak in soft tones with the students directly beside and across from them to minimize the noise level.
- Parents will only sit with their student at the assigned parent table if they choose to eat lunch with them.

PLAYGROUND PROCEDURES

- Students will not pick up, throw, or kick rocks or mulch.
- Students will use the equipment properly.
- Students will stay on the asphalt when walking/running laps.
- Students will be courteous and share equipment.
- Students will follow the directions of staff members.
- Students will be respectful to students and staff on the playground.

BEHAVIOR INFRACTIONS

Level 1 infractions are minor behavior incidences and consequences will be assigned by the teacher. The following consequences are general guidelines for common significant Level 2 and Level 3 infractions which may result in an office referral. However, school administrators reserve the right to assign consequences based on the age of the student, severity of the offense, and frequency of infractions.

Level 2 infractions will result in detention, partial, or full day ISS and may include:

- Repeated Level 1 infractions
- Profanity or vulgar language
- Racial slurs
- Physical aggressiveness
- Disrespect to staff
- Moderate damage to school property
- Insubordination or defiance
- Theft of invaluable items
- Threats of physical injury
- Rough play resulting in injury
- Repeated dress code violations
- Misuse of technology
- Repeated cell phone violation

Level 3 infractions will result in full day or multiple days of ISS or OSS

- Repeated level 2 infractions
- Physical aggressiveness with injury
- Direct profanity to staff
- Severe disrespect to staff
- Bullying (as identified by repeated, documented offenses)
- Destruction of school property
- Possession of prohibited items such as weapons, vapes, medication, tobacco products, vulgar materials, etc.

HOMEWORK

Homework may be assigned for additional practice and reinforcement of skills learned in class. Teachers will make every effort to give clear directions for homework assignments. At the beginning of the year teachers will provide students with written information regarding grading practices and expectations concerning homework. Homework assignments **should be limited to** 10-20 minutes for Kindergarten and 1st grade students, 20-30 minutes for 2nd and 3rd grade students, and no more than 30-40 minutes for 4th

and 5th grade students. Keep in mind, the times listed are the **maximum** that should be required for homework including at-home reading. However, the exact time may be much less depending on when teachers assign special projects that may require a longer time period to complete, they will provide students a written description of the project requirements and a rubric as to how the project will be evaluated. There will be prompt feedback on daily homework.. Feedback on projects or other major assignments will come within a reasonable time according to the length and complexity of the assignment. Please provide encouragement and assistance with your child's homework., but please do not complete assignments for your child. We also urge you to read for pleasure with your children for fifteen minutes every day.

ACADEMIC PROGRESS AND REPORTING

North Carolina legislation and Lincoln County Schools require students to participate in several diagnostic and formative assessments periodically throughout the year. The results of these assessments allow teachers to design appropriate core instruction and provide appropriate interventions or remediation for students who are not meeting academic standards. The results of these assessments will be shared with parents and may assist in determining if students require additional support or services. Report cards will be issued at the end of the nine-week period. Progress reports will be sent between each reporting period. Conferences will be scheduled at the end of the first quarter and may be requested throughout the school year as needed. Please do not come to school expecting the opportunity to have a conference without an appointment. Please utilize Infinite Campus for updates and information regarding assignments and grades.

TECHNOLOGY

Lincoln County Schools and S. Ray Lowder has provided Chromebooks, other technology-related instructional materials and platforms for your students. We appreciate your assistance in ensuring that these items are used appropriately in order to maintain the quality of devices and the safety of our students. Parents/guardians will be fined for the destruction of Chromebooks related to neglect or inappropriate use. Adults are expected to monitor the use of devices and internet activity for safety purposes and to maximize their instructional intent. Lincoln County Schools has purchased the Securely program to assist parents and staff members with internet safety for students. **Students are not permitted to use cell phones or other electronic communication devices at school or on the bus. All such devices must remain turned off and kept in book bags at all times.**

STUDENT ACCOUNTABILITY STANDARDS

N.C. has high expectations for student achievement in all public schools.
Students will have End of Grade Testing in 3-5 grades.

- Third grade students will take the BOG (Beginning of Grade) Test, during the first quarter of the year. This test is to provide data for the teachers, students, and parents. North Carolina "Read to Achieve" legislation requires that every effort is made to ensure that students are proficient in reading by the end of third grade. More information regarding this legislation will be shared at the beginning of third grade about the accountability standards and measures that may be taken to ensure reading proficiency.
- Third, fourth, and fifth-grade students will take End of Grade Tests in math and reading during the last ten school days of each year.
- Fifth-grade students will also take an End of Grade Test in science.

FIELD TRIPS

Field trips shall be designed to enhance the curriculum. They are to be planned to enrich the N.C. Standard Course of Study for each grade level and shall focus on some particular area of the content studied during the year. Two trips per year are allowed but not required. If teachers determine there is a need for additional adult chaperones to ensure

safety, conduct, and proper supervision, parents may be invited to accompany classes to serve in that capacity. The number of chaperones shall be determined by the teachers, and numbers may be limited. It is our policy that children other than students of the participating grade level classes are not allowed to either accompany the group or participate in field trip activities. All students are required to be transported in vehicles allocated by the school to the destination. All field trips must be discussed with and approved by school administrators.

WITHDRAWAL OF STUDENTS

If it is necessary for your child to withdraw from school, please advise us several days in advance so that we may complete his records. Make sure that your child returns all classroom items, technology, and library books. Please pay all unpaid accounts. Students will remain enrolled at S. Ray Lowder until records are requested from the new school. Absences will accumulate if there is a gap in enrollment between the two schools.

STUDENT HEALTH

Relevant health information should be provided to the school at the beginning of each year and any time there is a change in a student's health status. Health forms will be reviewed by our school nurse and health plans will be developed when necessary.

MEDICATION -If during the school year it should be necessary to have medications administered to your child during school hours, please observe the following: The container should be properly labeled by a pharmacist with the name of the child, name of the medication, the dosage prescribed, and the time it is to be given. Send only the amount that will be dispensed at school. Written instructions on our medication form from a physician are required for school authorities to administer the medication. The same form must also be completed by the doctor for medications that need to be taken at school long-term. We encourage you to ask your doctor to prescribe doses of medicine to be given before or after school. Non-prescription drugs CANNOT be administered by the school, (Tylenol, aspirin, creams, cough drops, cough syrups) without a pharmacy label and the proper form filled out by the physician.

The parent must take responsibility for:

- Supplying the medication to the school in a container labeled by the pharmacist. This includes over-the-counter medications. Pharmacies will provide two containers upon request when medications must be given both at school and at home.
- Providing the school with new, pharmacy labeled containers when dosages or medication instructions change as prescribed.
- Removing all unused medication from school when medicines are discontinued or at the end of the school term.

The only responsibility or liability that can be assumed by the school system or its personnel is to comply with the instructions forwarded by the child's parents or physicians.

ILLNESS OF STUDENTS – We will make every effort to take care of a sick child. Atrium Telehealth services are available to all students here at school and is very convenient option. You will be contacted if we feel it is necessary for your child to go home due to illness or injury. However, in the event that we cannot locate you in an emergency situation, administrators reserve the right to use their judgment in contacting Emergency Medical Services. Please be sure that we have updated daytime and work phone numbers and the numbers of two friends or relatives we may call if we cannot reach you. Remember to advise us during the year if there are any changes in telephone numbers. We will always do what we think is best for your child. **If your child is running a fever or has other distinct symptoms of a contagious illness, do not send him/her to school**. **Your child should not return to school until he/she has not had a fever or other significant symptom such as vomiting without the use of medications for 24 hours .**

HEAD LICE – Students WILL NOT be allowed to attend school when lice or nits (eggs) are present. Even though head lice do not carry any disease nor does their presence mean that a child has not been kept clean, it is a communicable condition and students may not attend school when lice or nits are present. School staff members are not able to determine whether nits are dead after treatment and, therefore, the presence of lice or nits requires that the student remains at home. Students are not to return to school until all lice and nits have been removed from the child, and should be accompanied by a parent when returning to school after a lice treatment. Parents of all children in a class in which a case of head lice appears shall receive written notification.

TICK REMOVAL – If a tick is found on a child, the tick cannot be removed by school personnel. The parents will be contacted to remove the tick.

OTHER HEALTH CONCERNS – Any student with ringworm, scabies, pinkeye, unidentifiable rashes, or other contagious conditions will not be allowed at school until proper treatment has been administered.

TELEPHONE

Students are only allowed to use school phones in emergency situations. We will relay a message to them if necessary. Only emergency calls will be forwarded to teachers during the instructional day. Non-emergency calls will be sent to teachers' voicemail and returned at the earliest convenience.

ICE CREAM

Students may buy ice cream after all lunches have been served. The price is $1.00. Payment procedures vary by classroom (daily or weekly). Please send money in an envelope labeled as ice cream money. Purchase of ice cream is at the discretion of teachers and may vary due to time constraints or student behavior.

SCHOOL PARTIES

Elementary school classes, in cooperation with the PTO, may have special refreshments during the school day on two occasions during each school year provided that arrangements are made for all classes on a particular grade level to participate. The time used for such an activity may not exceed 30 minutes, and must be held during the last 30 minutes of the school day. Birthdays may be celebrated with a special treat to be enjoyed by the class at lunch. No homemade items are allowed. All food items must be prepared in a state licensed food preparation facility. Please schedule these treats with the teacher. **Balloons, flowers, etc. may NOT be delivered or brought in to students at school.**

PERSONAL BELONGINGS

Electronic devices such as cell phones or games are not allowed at school or on buses without permission. In the instance that a cell phone at school is necessary for some students who may reside with multiple guardians, they must be turned off and kept in book bags at all times. Data on smart watches should be disabled during school hours. All such items brought to school will be placed in the office and parents will be notified to pick them up. Check your child's book bag regularly to ensure they are not bringing electronics, excessive amounts of money, or other valuables to school. If your child is not experienced in handling money or cannot explain why you are sending money, please send it in an envelope with a written explanation including the child's full name, teacher, and purpose. Students should bring only the amount of money needed for school purposes. Students should not accept or give money to classmates.

PTO

Joining our Parent Teacher Organization will assist us in providing necessary additions to our classrooms as well as special treats and events. We want every family represented as members of the PTO. The first PTO meeting is in conjunction with parent orientation sessions. The PTO has fall and spring fundraisers as well as other events. Proceeds are

used to enhance such aspects of the school program as the reading program, technology, playground equipment, and teacher supplies. Joining the PTO does not require you to volunteer for activities or participate in fundraisers.

EMERGENCY PLANS AND PROCEDURES

Fire drills and lock down drills will be conducted monthly. These drills only take a few minutes and are done without prior warning to teachers or children. During tornado drills students will be directed to designated areas in the building according to teacher planned directions. Drills will be conducted periodically during the year. In the event of other emergencies (gas leak, chemical spill on the highway, etc.) the teachers will immediately follow outlined school procedures and wait for all clear or further instructions. Procedures for all emergencies are located in our school crisis plan and are reviewed by staff members at the beginning of each school year. School crisis plans are not available to the public for security purposes.

ACCESS TO STUDENT RECORDS BY PARENTS

Parents or legal guardians of a student who is seventeen years old or younger may have access to the official records, files, and data of the student. The principal of the school will make the records available during normal school hours (8:00 –3:00), within forty-five days of written request. All persons desiring access to the records of a student shall be required to sign a written form that shall be kept permanently with the student records, indicating specifically the legitimate interest that the person has in seeking this information. Parents should utilize Infinite Campus located on the LCS Webpage or download the app for current information regarding attendance and grades. This is the easiest and most efficient way to stay abreast of your student's records. Please call the front office or contact your child's teacher if you need assistance. Please see "Parents Right to Know" on the LCS webpage for more information regarding this legislation.

Lincoln County Schools
P. O. Box 400
Lincolnton, NC 28093
(704) 732-2261
www.lcsnc.org

2026-27 School Calendar

Mission Statement

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

July

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
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26	27	28	29	30	31	

August

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23	24	25	26	27	28	29
30	31					

September

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October

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November

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29	30					

December

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SPECIAL DATES

July 3	Independence Day (Holiday)
August 6	Optional Workday
August 7, 10-12	Mandatory Workdays
August 13	First Day of School for Students / Full School Day
September 7	Labor Day (Holiday)
September 14	Progress Report Cards Sent Home
September 22	Mandatory Workday / Parent Teacher Conferences
October 12	Mandatory Work Day / Professional Development (Staff)
October 13	Mandatory Workday / (End of nine weeks)
October 19	Report Cards Sent Home
November 3	Optional Workday
November 11	Veterans Day (Holiday)
November 23	Progress Report Cards Sent Home
November 25	Mandatory Vacation
November 26-27	Thanksgiving (Holiday)
December 18	End of 1st Semester / Full School Day
December 21-22	Optional Workdays
December 23	Mandatory Vacation
December 24-25, 28	Christmas (Holiday)
December 29-31	Mandatory Vacation
January 1	New Year's (Holiday)
January 4	Optional Workday
January 5	Mandatory Workday
January 6	First Day of Second Semester / Full School Day
January 14	Report Cards Sent Home
January 18	Martin Luther King Day (Holiday)
February 8	Progress Report Cards Sent Home
February 15	Optional Workday
February 16	Mandatory Workday / Professional Development (Staff)
March 8	Mandatory Workday / (End of nine weeks)
March 19	Report Cards Sent Home
March 26	Easter Observed (Holiday)
March 29-31	Mandatory Vacation
April 1-2	Mandatory Vacation
April 14	Progress Report Cards Sent Home
May 26	Early Release / Last Day of School for Students
May 27-28	Mandatory Workdays
May 28-29	Graduation
May 31	Memorial Day (Holiday)
June 1	Mandatory Workday
June 2	Optional Workday

- ◇ Mandatory Workday (13 Days)
- ○ Optional Workday (10 Days)
- ▭ Mandatory Vacation (10 Days) - No School for Students
- ■ Holiday (11 Days) - No School for Students or School Personnel
- △ Progress Report Cards Sent Home
- ☆ Report Cards Sent Home
- ⬚ Early Release for Students / Teacher Staff Development
- ⬡ Mandatory Workday / Parent Teacher Conference
- ◇ Full School Day

Inclement Weather Make-up Schedule

*Optional Teacher Workdays

*Saturdays as needed within the same week of missed day and/or same grading period

*Instructional days may be waived based upon instructional hours over 1,025

*Superintendent/Board may change Remote Learning Days to Make-up Inclement Weather Days if necessary

January

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February

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28						

March

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April

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May

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23	24	25	26	27	28	29
30	31					

June

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Board Approved: December 9, 2025