

Icard Elementary School

Home of the Colts

2026-2027 STUDENT & PARENT HANDBOOK



Dr. Mike Swan, Superintendent
Dr. Brett Wilson, Director of Elementary Education
Mrs. Carly Johnson, Principal

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Icard Elementary School Welcome Letter



PRINCIPAL'S WELCOME

Dear Icard Colts,

Welcome back to the 2026-2027 school year! I am honored to serve this community and continue to serve this great community. Please review each section of the Student Handbook as it outlines important information about policies and information regarding attending Icard Elementary School.

On behalf of our school family, we look forward to those we will serve for the first time and also those who are returning for another wonderful year. I anticipate great growth in each child will occur this upcoming school year and look forward to your student's academic, social-emotional, and physical growth.

If you have questions, please feel free to call the school office for clarification at (828) 397-3491. Welcome and welcome back, Colt family!

Sincerely,

Mrs. Carly Johnson
Icard Elementary School Principal

CORE VISION, MISSION, AND VALUES

ICARD ELEMENTARY SCHOOL'S VISION STATEMENT

To create productive and positive leaders in our community by meeting students' social, emotional and academic needs.

ICARD ELEMENTARY SCHOOL MISSION STATEMENT

Icard Elementary is a family where we value the stability, safety, and overall well-being of every student and our community.

ICARD ELEMENTARY SCHOOL VALUES

Icard Elementary values academic excellence, social-emotional learning, positive school culture, developing teacher leaders, and meeting the needs of our community.

BCPS MISSION STATEMENT

Our Mission: Burke County Public Schools will educate all learners, nurture their potential and empower them to be contributing members of our community.

BCPS VISION STATEMENT

Our Vision: Burke County Public Schools will be a model of exemplary education by inspiring all students to be life-long learners who will contribute to our community.

ICARD BELL SCHEDULES FOR 2026-2027

(Rev. 07/31/25; This is a living document and is subject to change. (*Please note: There will be NO one-minute warning bells. Please make your way promptly to class.))

TRADITIONAL BELL SCHEDULE

- 7:30 a.m.** Front Doors unlocked/bell rings to go to classrooms
- 7:30-7:50 a.m.** All students report to the Cafeteria for Breakfast for grab-n-go breakfast- students will eat in classrooms.
Late students will be able to get breakfast after check-in
- 7:50 a.m.** First Bell
- 7:55 a.m.** Tardy Bell Rings & instruction begins
- 2:30 p.m.** Pre-K dismissed
- 2:35 p.m.** K-5 Dismissal

ALTERED SCHEDULES



- HALF DAY DISMISSALS** are at 11:30 a.m.
- ONE HOUR DELAY-** School begins at 8:55 a.m.
- TWO-HOUR DELAY-** School begins at 9:55 a.m.
- THREE-HOUR DELAY-** School begins at 10:55 a.m.

HALF DAYS

For the 2025-2026 school year, Icard Elementary School will dismiss students at 11:30 am on the following dates:

Half Days for All Schools	
November 2, 2026 December 3, 2026	December 18, 2026 June 4, 2026
Please plan accordingly	

Burke County Public Schools Calendar

2026-2027

2026-2027
Burke County Public Schools
Calendar



Burke County Public Schools
East Parker Road
Morganton, NC 28655

AUGUST 2026						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
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SEPTEMBER 2026						
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	25	26	27			

OCTOBER 2026						
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	35	36	37	38	39	
18	19	20	21	22	23	24
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	43	44	45	46	47	

NOVEMBER 2026						
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	63					

DECEMBER 2026						
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JANUARY 2027						
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	82	83	84	85	86	
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FEBRUARY 2027						
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	101	102	103	104	105	
14	15	16	17	18	19	20
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	110	111	112	113	114	
28						

MARCH 2027						
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APRIL 2027						
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	137	138	139	140	141	
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MAY 2027						
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16	17	18	19	20	21	22
	160	161	162	163	164	
23	24	25	26	27	28	29
	165	166	167	168	169	
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JUNE 2027						
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July 2027						
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1st QT Ends 10/16/26 (39 days)
2nd QT Ends 12/18/26 (38 days)
3rd QT Ends 3/12/27 (47 days)
4th QT Ends 6/4/27 (49 days)
Total Instructional Days: 173
Total Instructional Hours: 1111.5

Optional Teacher Workday (16 Days)
Mandatory Teacher Workdays (5 Days)
Holidays (11 Days for 10 month employees)
Vacation Days (10 Days)
Early Release/Half Days (4 Days)
Calendar Spans 215 Days

Board Approved On: 12/15/2025

ADDRESS AND PHONE NUMBER CHANGES

Icard Elementary School partnerships with parents to create a comprehensive education for students. The school must be notified of the address change. An accurate mailing address is necessary for information that we may wish to mail to the home and for safety reasons. Additionally, working information should be provided. If there are any changes to contacts or numbers throughout the year, please notify the office immediately. All students will work on memorizing their addresses and phone numbers, so please practice this at home as well.

Students not living in the Icard School district must request permission from the superintendent to attend/remain at Icard Elementary and pay a transfer fee. Application and payment for the transfer is not guarantee of acceptance. Parents must provide three proofs of residency to change their address. Administration reserves the right to ask for three proofs of residency at any time.

EMERGENCY TELEPHONE NUMBERS

Icard Elementary must have an updated telephone number(s) where parents or designated relatives may be contacted in the event of an emergency during the school day. **PLEASE KEEP THE OFFICE INFORMED IF THERE ARE CHANGES IN PHONE NUMBERS.** Updated telephone numbers of parents and relatives we may contact in an emergency.

ARRIVAL & DISMISSALS

ARRIVAL

Icard doors open at 7:30-7:55 am. Please do not drop your child off before 7:30 or have them exit your vehicles. Doors will not be opened prior to 7:30. To maintain school safety, all K-5 students are to be dropped off at the front of the school. **No students should be dropped off at the Annex building during morning arrival for safety reasons.**

Pre-K student parents are required to park beside the cafeteria and walk their child to the PreK door and sign in. They must be walked to the door by their parents/guardians each day. This rule is in compliance with Pre-K laws. Parents will not be allowed to walk students in after the first week of school.

Kindergarten parents are allowed to walk their child(ren) to class on the first day of school. We request that you allow your child to use the car rider line after the first week. Requests to walk children to class after the first week will not be granted for school safety reasons. This will also help your child gain independence. All visitors will be asked to sign in and receive a visitor's sticker from the office.

Adhere to the traffic pattern if your child is to be a car rider. Parents are expected to come in on the side of the track. Do not come in through the PreK entrance unless you have a PreK child. Also do not bypass the cones and come through the main entrance in the morning with your car as this causes accidents. Failure to adhere to the traffic pattern and/or inappropriate behavior in the car rider line will result in the loss of drop off privileges. Parents may not smoke/vape or threaten others. Additionally, appropriate attire in the car rider line is expected at all times.

AFTERNOON DISMISSAL 2:35-3:00 p.m.

- Pre-K students are picked up at the front entrance of the school. Our Pre-K staff will meet parents at the car rider line to sign out students.
- The car rider line for parents of students in Kindergarten through 5th grade runs up the track and by the side of the building near the cafeteria. Cars line up in two lines. There will be staff members calling names, holding a STOP sign, and walking children to cars. To support school safety, we ask that all parents/guardians remain in their vehicles for their child(ren) and not cut the line. When all the children are loaded we will have a SLOW sign displayed.
- Please notify the office or child's teacher if your child's transportation will be different, or if a different person will be picking up your child. **We must be notified by the child's parent to make transportation changes; we will not make changes based solely on student communication.**

****** Repeated transportation changes will not be granted as it causes a safety issue. Please make a plan to have consistent transportation to help us keep your child safe.******

EARLY DISMISSAL

Once a student has arrived on school property during the school day, whether or not the instructional time has begun, that student becomes the responsibility of the school. Any student who comes to the campus must have special permission from an administrator before leaving.

Any student who is checking out early should present a written note to the homeroom teacher on the morning of the early checkout. Staff will not accept verbal permission from the student.

If a student must leave campus during the school day, a parent/guardian must check him or her out through the office and have identification. For your child's safety, the teacher will not release a child until the secretary notifies the teacher that the child has been properly signed out at the office. Children will not be

released to anyone except the parent or legal guardian unless prior arrangements have been made with the office and the adult signing the child(ren) out on prior approval paperwork submitted to the office. Please remember that a student will be considered absent if she/he is in school for less than one-half of the school day (10:55am).

Parents are encouraged to make appointments after school hours as often as possible. Valid reasons for dismissal are medical or dental appointments, mental health center, juvenile court, religious reasons, or emergency situations (sudden illness, accident, or death of family members).

NOTE: Absences due to early dismissals will be coded lawful or unlawful (refer to attendance policy)

Early check out for appointments is permitted until 2:10pm. Checkouts after this time will not be granted for safety reasons.

ATTENDANCE

Regular attendance is very important and vital for learning. Children will gain the most from the school's instructional program by having regular attendance. School attendance is not only expected but is required of our kindergarten through fifth-grade students by Burke County School Board Policy and the Compulsory Attendance Law (GS115C-378). Here is an attached Burke County [Attendance policy 4400](#).

All students are required to present a written excuse signed by the parent/guardian to his/her teacher on the **FIRST** day that the student returns to school. A valid excuse must list the **child's name**, the **date(s) of absence**, the **reason** for the absence, and the **signature** of the parent/guardian.

Absences are ONLY excused for the following reasons:

- Illness of the student,
- Religious holidays **approved** by the school system,
- Death in the immediate family,
- Participation in court proceedings, or
- School-sponsored educational opportunities



Only eight handwritten notes per year are permitted. Students must submit Doctor's notes after eight handwritten notes.

Icard Elementary is committed to improving attendance. Parents will be notified in writing when their child has accumulated three, six, and ten unexcused absences.

- **After the third unexcused absence:** The parent and attendance counselor will be notified and a conference will be required.

- ***By the sixth unexcused absence:*** The parent and attendance counselor will be notified and a conference will be required. Legal action may be taken.
- ***After eight unexcused absences:*** A doctor's note is required for it to be excused
- ***After ten unexcused absences:*** The parent and attendance counselor will be notified. Legal action **WILL** be taken.
- Students who missed 10 or more days of school the previous year will be required to provide a medical note for each absence. **Administration reserves the right to request these letters be faxed directly from the doctor's office and also can request a doctor to sign the document in lieu of the office secretary.**

Students who have missed school may request assignments by contacting the school office. **PARENTS MAY PICK UP HOMEWORK THAT A STUDENT MISSES BECAUSE OF AN ABSENCE BETWEEN 3:00-4:00 P.M. IN THE FRONT OFFICE OR REQUEST THAT THEY BE AVAILABLE ONLINE.** Asking for make-up work at other times during the school day is a disruption that interrupts the instructional time of students in attendance.

If the parent is unable to pick up the assignment or the child is too sick to complete work, the student will pick up the work when he/she returns to school after being out, it is the student's responsibility to see each of his or her teachers to get assignments.

TARDINESS

It is very important to establish good habits with your child early in life. One way to do this is to make sure your child gets to school on time each day. **School begins promptly at 7:55 a.m.** A student is tardy at the 7:55 bell if not in their classroom and must report to the attendance secretary. **THE PARENT MUST ACCOMPANY ALL TARDY STUDENTS TO THE OFFICE.** After parents sign students into the front office, the attendance secretary will give the child a tardy slip that will admit him/her to class.

The **ONLY** excused tardy is one with a medical note. Constant tardiness affects the educational benefits of both the tardy child and the other students as assignments have to be repeated, work gone over again, etc. all of which take extra teaching time. Parents of students with excessive tardies will be expected to meet with the principal and the School Attendance Counselor and a plan will be devised and implemented to ensure students arrive on time and make up missing work. **Students who attend Icard Elementary as out-of-district transfers with continuous tardies will have their transfers denied or revoked.**

TRANSFERS AND WITHDRAWALS

Please notify the Icard Elementary Data Manager if your child(ren) is transferring to another school. We must make sure all school debt and assets are returned to Icard Elementary in good working order. The receiving school will contact Icard to request records. Any fees due to Icard Elementary School must be paid before the transfer, or these fees will be transferred to the receiving school.

ATTENDANCE FOR STUDENTS DURING REMOTE LEARNING In the event the campus is closed due to sickness/weather, all students will be marked present in Infinite Campus until it is changed to an absence by the teacher. Students will continue to be counted present if they are contacted by the teacher via a phone call/Class Dojo and two-way communication is received.

COMMUNICATION

BURKE COUNTY SCHOOL COMMUNICATION

The school system has a telephone system for providing information for families in the event of inclement weather or possible disaster situations. To reach this information line, dial 433-8047. Follow the instructions to receive news for Burke County Schools. The school system also maintains a website on the Internet with the school calendar, lunch menus, and announcements. To access the website: www.burke.k12.nc.us.

CLASS DOJO

Teachers, school leaders, and families can partner on ClassDojo and create an incredible school community. This online communication platform is designed to provide you with immediate feedback regarding your child(s) behavior and progress throughout the day. Students can earn Dojo points for good behavior that can be used for classroom incentives. Class Dojo also allows you to message the teacher directly to communicate. Parents will receive information on how to sign up for Class Dojo at our Back to School Open House.

TAKE HOME TUESDAY FOLDERS

Folders are sent home weekly on Tuesdays. Important information will go home in these folders. Monthly teacher newsletters are also sent out by each grade level that provides upcoming classroom information for parents.

TELEPHONE & WRITTEN COMMUNICATION

Icard Elementary School sends weekly announcements via telephone, text, and through Class Dojo from the administration. These announcements go out on Sundays at 4 p.m. and provide important information about school events for the upcoming week. Please make sure your phone number is up-to-date so you are receiving these messages. This

information is also available in written format weekly on Class Dojo and Facebook in case you miss the call out.

SCHOOL CANCELLATION

In the event that school is closed early, delayed, or canceled entirely because of bad weather, announcements will be sent through the Icard SchoolMessenger System to alert parents. Additionally, this information will be broadcast over local radio stations or television, Class Dojo, and on the Icard Elementary Facebook page. You can also listen to local radio for this information.

The superintendent tries to make most announcements by 6:00 P.M. the day before or by 6:00 A.M. the morning of the inclement weather. You should also be called by the automated calling system. Parents are asked to plan ahead and discuss with their child the plan he/she should take if school closes during the day. Decide on a plan and stick to it for ALL closings. **ON DAYS WHEN THE FORECAST INDICATES A POSSIBILITY OF BAD WEATHER, IF YOU DO HAVE A CHANGE IN PICK-UP PLANS, PLEASE WRITE A NOTE TO THE TEACHER.** Children, parents, and teachers are less stressed when everyone knows the game plan.

HEALTH AND WELLNESS

AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

In the event of a cardiac emergency, there is an AED unit on campus. The locations are placed strategically throughout the building or with predetermined individuals: the school nurse and the Crisis Team.

HEALTH AND MEDICAL ISSUES

Parents will be contacted to come for their children in case of illness during school hours. Parents should not send their children to school if children are ill, have a contagious disease/condition, or have a temperature in the morning before school. Students MUST be fever-free for 24 hours before returning to school.

The following protocols will be used to determine student sickness and parent notification: A child having an elevated fever, a suspicious rash that could be contagious, or vomiting at school will result in parent notification and will be sent home. Students displaying symptoms of COVID-19 will also be sent home. Other situations will be assessed to the best of our ability.

ACCIDENTS

If a child is injured at school, parents will be notified. Make sure we have a

current phone number where you can be reached at all times.

HEAD LICE

BCPS adheres to the following policy (4230) pertaining to head lice. **Any evidence of lice or nits in a child's hair will result in the following:**

1. The child will be removed from the classroom. The principal or designee will screen the child in the absence of the school nurse.
2. The principal, designee, and/or school nurse will examine the child and determine if the student has lice or nits.
3. The principal or designee will notify parents/guardians if the student has lice or nits.
4. Parents/guardians will be required by the principal or designee to make arrangements to have the child picked up at school if the student has lice.
5. The parent/guardian should be informed that all nits must be removed from the child's hair before the child may return to school.
6. The principal/designee or school nurse will be responsible for inspecting the student's hair prior to the return to the classroom. Students will not be returned to class with nits.
7. Parent notification to unaffected students will be at the **discretion of the principal**.
8. Principals will have final discretion on the removal of the child from school.

MEDICATION

The Burke County School Board requires proper authorization from parents and a doctor before any medication can be administered to a child. No medicine, including Tylenol, can be given to a child at school without the proper forms granting permission.

MEDICINE MUST BE BROUGHT TO SCHOOL IN ITS ORIGINAL CONTAINER with a pharmacy label on the container and the appropriate forms completed before any medication can be administered. If a prescription or over-the-counter medication different from the manufacturer's guideline is to be administered, a physician's signature is required along with a parent/guardian signature before administering. Forms are available from the nurse or in the school office. Children are **NOT** to keep medicine in their clothing, book bags, or their lunch boxes unless it is an inhaler or Epi-pen and the healthcare provider has deemed them competent to carry and self-administer and has signed an order which is returned to the school. Otherwise, if a child must take medication during the school day, the parent/guardian is expected to give that medicine along with the forms to the school nurse or the office staff on the day the medication is brought to school.

MENTAL WELLNESS

Counseling services are processes for helping all students in their efforts to discover, develop, and reach their full potential. We realize that these processes are continuous

and cooperative and that all members of the school staff and faculty are fully involved and responsible for the assistance provided to students. Every student is a unique and worthwhile individual and counseling services must provide the best chance for each to become educationally prepared, competent, and personally and socially adjusted for happy and successful living.

The school counselor has specialized preparation in educational, personal, and social counseling. His or her background helps to better accomplish their primary task of providing information, planning group guidance, analyzing student problems, providing individual counseling, consulting with teachers and parents, and making referrals to personnel agencies. Parents are encouraged to partner with the school counselor to meet the comprehensive social-emotional needs of each student. Parents are encouraged to fill out the social worker form if the parent suspects social-emotional concerns with their child(ren).

INSTRUCTIONAL PROGRAM

AWARDS AND RECOGNITION

All students will be recognized once annually for accomplishments in a variety of areas (honor rolls, AR goals, etc.). Students will be recognized at the end of the school year for perfect attendance based on **no** absences for the school year with no more than one tardy per each nine-week grading period

CHROMEBOOKS & HOT SPOTS

Every Burke County student in grades Kindergarten through fifth grade will be issued a Chromebook. The device fee for one child is \$25 for the 2026-2027 school year. Families with more than one child will pay a fee no more than \$50. **Chromebooks will remain at school for all students.**

Students are responsible for keeping the Chromebook in good working condition and are to report it to the teacher as problems arise. Damages to the device that are student-inflicted due to improper use, aggressive acts, or accidental are the parent's responsibility as each is the property of Burke County Public Schools. Charges will be added to student accounts and parents will be required to pay these amounts. Lost Chromebooks and chargers are the responsibility of the parents to pay. Therefore, please talk to your children about the importance of responsibility regarding technology.

CURRICULUM

Icard Elementary School is committed to a strong academic program and strives to ensure success for every student. Reading, math, and writing skills are emphasized.

Technology is integrated into all subjects. Science, health, social studies, art, physical education, and music provide the student with a well-balanced program.

The staff at Icard Elementary School strives for excellence in their work with children. Children are expected to reach their maximum level of achievement. This means consistent support and cooperation from parents are necessary. Together we can reach excellence in the education of our children.

The instructional program at Icard Elementary School follows the North Carolina Standard Course of Study with the Common Core and Essential Standards curriculum in Pre-K through fifth grade as required by the State Board of Education and Burke County Public Schools. All children are instructed on a level where they can be most successful. We strive to help all children reach their optimum potential. They are encouraged to always do their best.

Icard Elementary School uses **Accelerated Reader (AR)**, a computer-based reading comprehension program. Students read books on their reading level and answer questions about the books on a computer. Students also use Lexia and Zearn, reading and math programs to enhance and individualized instruction. These activities are completed in class and assigned by the teacher. Please do not encourage your child to go beyond the required amount assigned by the teacher as the student can become instructionally misaligned.

Parents are the first and most important teachers. Active support and reinforcement are needed daily from each parent for each child to be successful. Parents are urged to contact the teacher if any questions or concerns arise regarding the instructional program.

EXAMS AND BENCHMARKS

All students in grades K-5 are involved in the annual testing program mandated by the State. Students in grades 3 through 5 are administered reading & math End-of-Grade tests in May. These tests measure the progress made on the state curriculum at each grade level by individual students. **Please be sure to schedule appointments and vacations around these dates.** Parents will receive the results of the End-of-Grade Tests before the end of the school year and are invited to review these with the teacher. These results become part of an individual student's permanent file. Other benchmarks for K-5 occur periodically throughout the beginning, middle, and end of the year, including STAR tests in math and reading as well as mClass reading.

1. End-of-Grade (EOG) exams are held once annually for grades 3-5 in math and reading. 5th graders will also participate in a science EOG.
2. Students may not take exams earlier than the scheduled exam period.
3. An EOG schedule will be made available to students at the earliest possible date.
4. Regular teacher tests will be administered at the end of each unit.

2026-2027 Testing Dates

Reading EOGs	
Test Name	Test Date
3rd Reading	
4th Reading	
5th Reading	
May 24th	
Math EOGs	
Test Name	
3rd Math	
4th Math	
5th Math	
May 25th	
EOG Make Ups	26th-28th
EOG Retests	
Test Name	Test Date
EOG Retests	June 1st-3rd

In addition to this testing, we provide testing for students with different needs and abilities. We also have the service of a school psychologist for any additional consultation or testing services.

Icard Elementary School also utilizes a computerized reading-testing program that identifies individual student instructional reading levels.

FIELD TRIPS

All field trips will be correlated for specific educational purposes and aligned to instructional standards. All students are required to ride the bus when traveling to all field trip destinations. **Students will be required to return permission forms to the teacher before each trip.** If parents do not allow participation in a field trip, the students will be expected to attend school on that day and complete the instructional plan set forth by their teachers and will be marked as an unexcused absence if he/she is not present.

Siblings (younger or older) are not allowed on field trips if they are school-aged. Also, all parents wanting to accompany their child on the field trip and act as a chaperone without staff supervision need to have a completed volunteer application on file in the office at least 15 days before the field trip. Parents are not allowed to ride the bus and lunch will not be provided for parents on field trips. Furthermore, students will only be allowed to ride home from a field trip with their parent(s) or legal guardian(s). Any student riding home with a parent must wait until all students are accounted for before being signed out with the homeroom teacher.

Parents are not allowed to chaperone overnight field trips. This includes the 5th Grade Sound to Sea trip.

GRADES

Report cards are issued at nine-week intervals. During each nine-week grading period, interim reports indicating a child's progress are sent to the parent. Parents are expected to sign interim and report cards. Students are required to return reports promptly to their teacher.

PROGRESS REPORTS

Interim progress reports must be sent by all teachers to parents after 4 ½ weeks of each 9-week grading period and will reflect the student's cumulative status at that time. Students and parents are encouraged to discuss grades received especially if the student is not making satisfactory progress.

PROGRESS REPORT SCHEDULE

Interim Report Issue Date	End of Nine Weeks Date	Progress Report Issue Date

GRADING SCALE

GRADING

The following grading policy is being issued as a guide in determining grades for students grades 3-5. Its purpose is to provide, not only more

uniformity in grading among the faculty but also, a better interpretation of grades for students and parents. Letters are used in marking all report cards and cumulative folders for grades 3-5. The following standards are to be used in grades 3-5:

A – Superior (90 – 100 numerical value)

1. Who consistently shows superior knowledge of the subject matter
2. Who is consistently thorough in their preparation
3. Whose work is always done promptly, and independently
4. Who takes a constructive part in-class discussion

B – Above Average (80 – 90 numerical value)

1. Who indicates that they have a good knowledge of the subject matter
2. Who usually are thorough in their preparation
3. Who are prompt, and to some extent independent in their work
4. Who enter actively into class discussions making fairly accurate and complete recitations

C – Average (70 – 80 numerical value)

1. Who indicates that they have a good knowledge of the subject matter
2. Who does an average amount of preparation
3. Who are reasonably prompt in their work
4. Who are usually able to and do enter the class discussion

D – Below Average (60 – 70 numerical value)

1. Who indicates that they have a fair to poor knowledge of the subject matter
2. Who are careless in the preparation of the assignments
3. Who work is late and irregular
4. Who does not take an active part in-class discussion

F – Unsatisfactory (below 60)

The grade "F", unsatisfactory, is given to students who cannot or will not do their work and who consistently fail to meet the above requirements.

Teachers should contact the parent if his/her student is in danger of receiving a grade of a "D" or an "F" for a grading period.

The instructional level is also noted on the report card using the numerical indications listed on the report card.

S- Satisfactory/ U- Unsatisfactory -These grades are used in grading P.E., media & music. The P.E. and music teachers will provide grades for their classes.

ACADEMIC INTEGRITY

To maintain the integrity of the teaching and learning process, as well as to validate all grades received by students, Icard Elementary School requires that students abide by the following academic guidelines:

1. Students may not work together on any projects unless specifically approved by the teacher.
2. Students may not copy another student's work and submit it as their own.
3. Students may not use any aid on a test or exam without the specific approval of the teacher.
4. Students are not to **give** other students aid or assistance - for example, a student who has taken a test earlier or on a previous day is NOT to give information about that test to a student who has yet to take the test.
5. When students use information from a source other than their textbook or teacher's lecture notes to complete a project or a paper, the source(s) must be cited in accordance with the acceptable format as specified by the teacher as developmentally appropriate.
6. Parents are not to complete projects assigned to students. A teacher may allow parents to assist students in some particular fashion, but the project is designed to help the teacher determine what the **student** knows or can do.

Students who fail to abide by these guidelines will receive a grade of zero for the work in question and may face disciplinary action as well. This applies to students who provide unauthorized assistance as well as to students who seek or receive unauthorized assistance

HOMEWORK

Homework is a positive and desirable part of a student's academic growth. Homework will be an outgrowth of the classroom experience. Homework may reinforce skills, utilize creative activities, or support research projects.

Parental support and involvement are essential to students' learning experiences. It is the parent's responsibility to develop an interest in children's studies and to encourage them to set aside adequate time and a quiet place for their homework.

Nightly homework includes reading each night. Students are expected to continue to read over the weekend and during breaks.

Students are expected to complete all homework assignments each day. When needed, certified staff will hold parent conferences for those students who are not completing homework assignments.

Parents can access student grades through the parent portal of PowerSchool. Please see the data manager to learn how you can access PowerSchool.

STUDENT ACCOUNTABILITY PLAN

The Burke County Board of Education believes that all students can learn and that children learn at different rates and in varied ways.

Before being moved to the next grade, students must show their mastery of knowledge for their particular grade level. Promotion decisions will be based on classroom performance, grades, and performance on tests including EOG tests, attendance, and teacher observation.

The ultimate responsibility for meeting promotion requirements lies with the student.

Each classroom teacher will inform parents of the progress and performance being made by their children throughout the school year. Parents of those students who are "in danger of retention" due to below grade-level performance, will be informed by mid-year at a parent-teacher conference. If below grade-level progress begins after mid-year, parents will be informed as soon as possible. Students who fail to meet grade-level expectations will be required to participate in remediation for Icard Elementary School.

Testing in Grades K-2

Students must demonstrate their ability to do grade-level work in reading, writing, and math. Any student not demonstrating mastery will be required to complete a prescribed program of remediation to be considered for promotion. Testing in K-2 consists of a state reading assessment (mClass) as well as a county math assessment given twice a year.

Testing for Grades 3-5

Students must demonstrate their ability to do grade-level work. This performance will be demonstrated by scoring at Level III or higher on the end-of-grade tests and by earning passing grades. Students in grades 3-5 who score below Level III on any end-of-grade test, or have not earned passing grades on their coursework, will be required to complete a prescribed program of remediation.

- Testing for third grade consists of a BOG test (at the beginning of the year) mClass (a state reading assessment), benchmark tests every 9 weeks, and math and reading EOGs at the end of the year.
- Testing for fourth grade consists of a benchmark every 9 weeks and a Math and Reading EOG test at the end of the year
- Testing for fifth grade consists of a benchmark every 9 weeks and a Math, Science, and Reading EOG test at the end of the year.

Parents and students will be notified by the middle of the school year if a student is not performing on grade level. A remediation plan will be developed for each student.

Intervention/remediation strategies may include but are not limited to before and after school sessions, additional home assignments, summer programs, or tutoring during the school day.

PARENT/TEACHER CONFERENCES

Parent-Teacher Conferences are very important and usually prove beneficial to all concerned. Conferences may be scheduled at any time during the school year. Conferences for the families of all students will be scheduled during the first grading period. Throughout the year additional conferences will be scheduled for parents of any student having difficulty. Other conferences may be scheduled throughout the year as requested by parents or teachers.

It is very important for your child's success for parents to remain in constant contact with their teacher. Our full-time Parent Educator translator will arrange for and provide translation for families in need. Parents staying in constant contact with teachers is very important for your child's success. Please update the office anytime you have a change in address or phone number.

Conferences are mandatory for parents at BCPS.

TEXTBOOKS

Some textbooks are loaned for the entire year and some are loaned temporarily. All are to be returned giving evidence that they have had reasonable care. The State Law requires that students pay for lost or damaged textbooks.

TITLE ONE

Icard Elementary School is a Title I school. For a copy of our school-wide plan, please contact the office or visit our school website.

WELLNESS POLICY

The goal of the physical education program is to promote lifelong physical activity and provide instruction in the skills and knowledge necessary for lifelong participation in physical activity. To address health issues such as for overweight, obesity, cardiovascular disease, and Type II diabetes, students enrolled in kindergarten through eighth grades will participate in physical activity as part of the district's physical education curriculum. The physical education course will foster support and guidance for being physically active, will help students know and understand the value of being physically fit, and will teach students the types of activities that contribute to total fitness. The course will be taught in an environment where students can learn, practice, and receive an assessment on age-appropriate skills as defined in the North Carolina Essential Standards.

Icard Elementary School will strive to provide opportunities for age- and developmentally-appropriate physical activity during the day for all students so that students can learn to exhibit a physically active lifestyle. A minimum of 30 minutes of moderate to vigorous physical activity will be provided daily by schools for kindergarten through eighth-grade students. Such activity may be achieved through a regular physical education class, recess, dance, classroom energizers, and/or other curriculum-based physical activity programs.

To ensure that students have ongoing opportunities for physical activity and maintain a positive attitude towards physical activity, structured/unstructured recess, and other physical activity shall not be taken away from students as a form of punishment. In addition, severe and inappropriate exercise may not be used as a form of punishment for students. As a school-wide initiative to promote healthy students, the use of candy and sugary items will be limited as an individual award.

******To ensure Icard Elementary adheres to these guidelines, parent requests to limit physical education activities or recess time is prohibited without official documentation from a doctor.******

PARENT INVOLVEMENT

OPEN INVITATION TO LUNCH & VISITATION

Parents are encouraged to eat lunch with their child(ren). Please remember to sign in at the office upon your arrival. Adult meals, including teachers and staff, are \$3 per entree and \$0.75 per side this year. Visitors should let the teacher know in advance through Class Dojo of their intentions to arrive on campus. Each visitor must check into the front office upon arrival and wear a visitor sticker. Parents should not check students out following lunch.

We respectfully request parents not eat lunch with students during the first week of school so teachers can establish appropriate routines. The Icard cafeteria will also be closed to parents the week of EOGs as lunch times will be varied due to testing.

Please be advised that on half days, the lunch schedule will likely be altered. Please contact your child's teacher to ensure you have the correct times on these days.

PTO

Icard Elementary welcomes parent input and involvement. If you are interested in joining our Parent Teacher Organization, please contact the school administrator or the PTO president, Brooke Zimmerman at brookezimmerman@burke.k12.nc.us. We look forward to partnering with you!

VISITORS

Icard Elementary operates with a closed campus policy. **All visitors must use the front entrance of the school and report to the receptionist's desk. All parents and visitors are to sign in at the front desk and be issued a visitor's badge.**

Visitors are permitted on campus at this time to each lunch with a student, assist in classrooms under the supervision of a school system employee, accompany classes on field trips and stay with the class/BCPS employee, and attend classroom parties and field/water days. These rules are subject to change for safety reasons at any time.

VOLUNTEERS

Burke County Public School policy requires volunteers to submit an application, criminal background check, and NC Sex Offenders & Public Protection Registry check to the county office. Forms are available in the school office and on the Burke County Public School website.

Parents and community members are encouraged to become active volunteers at Icard Elementary School. There are many activities where you can be of help to the children, the classroom teachers, and support staff throughout the year. Anyone wanting to volunteer without staff supervision must complete a volunteer application.

Applications are available in the school office. All volunteers will adhere to the Burke County Board of Education Volunteer Policy.

Volunteers provide children with extra attention that provides additional opportunities for success. Tutors who help children learn to read are giving their most valuable resource – their time. Icard Elementary appreciates any time and assistance provided by volunteers.

STUDENT EXPECTATIONS AND CONDUCT

BCPS STUDENT CODE OF CONDUCT

When your child enrolled at Icard Elementary, he/she became part of our school family. Caring and respect are important in this family. We strive to help each child to become a self-disciplined person and a responsible citizen who has self-respect, respect for others, and respect for private and public property.

We believe that acceptable behavior on the part of all students is necessary to provide an environment conducive to learning. For meaningful learning to occur, each class has rules for good behavior and safe living in the classroom. The teacher has the primary responsibility for the discipline of the students in his/her care.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORT (PBIS)

We are a Positive Behavior Interventions and Support (PBIS) school. All students are expected to follow the guidelines to maintain a respectful learning environment. Students will be taught the expectations and it is expected that students will meet these behavior expectations.

We believe that acceptable behavior on the part of all students is necessary to achieve the desired goals of an optimal education. Our goal is to develop mutual respect and support between the home and the school. Our goal is to reward positive behavior. We hope all discipline measures used at Icard Elementary School encourage a better attitude and improve behaviors.

Rewards used include extra computer/recess time, goody boxes, Principal's luncheon, homework passes, center time, stickers, PBIS rewards, praise, and a pat on the back!

All classrooms will have a behavior plan and use Class Dojo. Families are encouraged to gain access to the student's profile and get reminders and track student performance online using Class Dojo.

Teachers will use a school-wide behavior management matrix to guide consistent, appropriate behavior that will be sent home on the first day of school.

DISCIPLINE

While Icard Elementary School provides opportunities to exercise positive behavior, sometimes it is necessary to implement discipline when behaviors become inappropriate to the school environment. Consequences that are used include parent conferences, in-school suspension, out-of-school suspension, time out, mentor, and behavior plans.

School-wide the following are considered unacceptable behaviors and will not be tolerated:

- disrespect to any member of the faculty or staff
- use of profane language or gestures
- abuse of school property
- disruptive behavior
- bullying
- aggressive behavior including hitting, pushing, or fighting in any form
- possession of weapons, or toy items the look like weapons
- leaving school grounds or a classroom without permission
- truancy
- possession of drugs, controlled substances, or tobacco, or related paraphernalia
- possession of obscene literature
- stealing
- cheating
- bus misbehavior



When a child is referred to the office for disciplinary purposes, the principal will administer discipline following the Burke County Student Code of Conduct based on the circumstance.

Listed below are the consequences that will be used as (but not limited to) approved modes of discipline to be administered when a child is sent to the office:

- conference with student
- parent notification
- time-out
- after-school detention
- lunch detention
- required parent conference
- referral to school social worker
- In school suspension
- out-of-school suspension

BUS EXPECTATIONS

Bus riding is a privilege and may be taken away from those who cause disturbances or jeopardize the safety of others. The Burke County School Board has a policy to ensure the safety of all students that ride a bus.

The following rules govern student behavior on the bus:

1. Follow driver directions.
2. Remain seated at all times in the designated seat.
3. Do not bring food, drinks, electronic devices, large objects, or animals on the bus.
4. *Cell phones must be turned off and remain in the student's backpack.*

5. Keep hands, feet, arms, and personal objects to yourself.
6. Do not push or shove when loading or unloading the bus.
7. Stay in assigned seats.
8. Remain quiet; no loud noises.
9. Do not use profanity.
10. Help keep the bus clean.

If a student violates a rule, the following consequences will be enforced:

- 1st offense: Warning
- 2nd offense: 5-day suspension from bus
- 3rd offense: 10-day suspension from bus
- 4th offense: Suspension for the REMAINDER OF SCHOOL YEAR

It is the parent's responsibility to ensure the safety of the student at the bus stop prior to bus arrival and at departure. Parents are expected to be with their child at drop off and pick up for safety reasons. Students will not be dropped off if their guardian is not present. Repeated offenses will result in the loss of bus privileges for the student. Thank you for keeping your child safe.

STUDENT DRESS

Students who are clean and dressed neatly and comfortably for school feel better about themselves.

The items below are some of the main points of the Dress Code and are not intended to represent the entire document. The entire Student Code of Conduct can be found on the BCPS web page. Policy 4300R.

- Appropriate and safe shoes must be worn at all times. Heels and flip-flops are NOT allowed.
- Hats and other head coverings are prohibited in the buildings.
- Halter-tops; bare shoulders and midriffs are prohibited. Tank tops must be a minimum of three fingers wide on the shoulders
- No tops may be worn that dovetail inward in the back and expose the girl's back, no fishnet or see-through garments over other inappropriate garments
- No short dresses or skirts that are mid-thigh or shorter.
- No pajamas or pajama shoes unless authorized for a school activity
- No blankets
- No bandanas
- Short shorts; baggy, sagging, and/or dragging pants; jeans with holes above the mid-thigh.
- No exposed cleavage, undergarments/undergarment straps.
- Clothing with tobacco, alcohol, weapons, or offensive logos is prohibited.
- No rolling bags/roller shoes

- Accessories that are considered distracting to the student or learning environment will be removed at the discretion of the principal.

Please be aware that students must often sit on the floor. Clothing should be comfortable for sitting on the floor and should cover the body appropriately even in that position. It is important to a student's health that they dress appropriately for the weather.

IMPORTANT: PLEASE LABEL YOUR CHILD'S CLOTHING ESPECIALLY COATS AND HOODIES. This will assist school personnel in the identification of the lost items.

PROHIBITED ITEMS ON CAMPUS (PARENTS AND STUDENTS)

- ☐ **Toys, collector's items, and game cards** are NOT allowed on campus unless a teacher has given permission. Items such as these invite theft or disrupt the school-learning environment.
- ☐ **Weapons-**Knives, guns, fireworks, matches, lighters, sharp-pointed objects, or any object that could be used as a weapon are dangerous and are prohibited on school grounds. **Toys that resemble weapons are also prohibited and considered a serious infraction by the school system and will be referred to law enforcement.**
- ☐ **Tobacco** -Icard Elementary is a "Smoke-free", tobacco-free, and vape-free campus per BCPS Board Policy. This includes any other type of electronic cigarettes or tobacco products on the market. BCPS Tobacco-Free Policy pertains to field trips for students, chaperones, and school personnel. Smoking and/or the use of electronic cigarettes are prohibited in vehicles on campus and staff is not permitted to leave campus for tobacco breaks. The same pertains to other substance use.
- ☐ **Pets-** Icard Elementary is a pet-free zone. Outside animals other than service-related are not allowed on campus. The administration reserves the right to ask for official documentation regarding service animals.

SCHOOL RULES

1. Keep hands, feet, objects, and inappropriate comments to oneself.
2. Show respect for the rights and property of others.
3. Follow the directions of **ALL** school staff.
4. Use appropriate language and be respectful.
5. Move quietly through the hallways and along walkways without talking or running. When walking through the halls or along walkways, stay to the right.
6. Chewing gum is not allowed.
7. No hats or other head coverings are allowed in the building. No blankets or coats are allowed to be worn inside the classroom.

IMPORTANT: FIGHTING IS NOT ALLOWED UNDER ANY CIRCUMSTANCES. SUSPENSION IS THE PENALTY FOR FIGHTING.

STUDENT TELEPHONE AND ELECTRONIC USE

Students may use the telephone only in cases of emergency. To protect instructional time, children will not be called out of their classroom to answer a phone call or to receive a message. School Board Policy and Icard Elementary prohibit the use of cell phones during the school day. ***If students need to bring their phones to campus, they must be turned off and kept in students' backpacks at school and on the bus.*** Students who need to call home for emergencies will need to use the office phone.

Violation of this policy will have the following consequences:

1. **1st offense**—The teacher takes the phone and returns it at the end of the day.
2. **2nd offense**—The teacher takes the phone, turns into the office and the student may pick up the phone at the end of the day.
3. **3rd offense**—The Teacher takes the phone, turns into the office, and the parent must pick up the phone.
4. **4th offense**—The student will receive ISS for insubordination and the parent must pick up the phone. 5th offense and beyond—Additional ISS, revocation of phone usage during school.

Since these items are prohibited at school, neither school officials nor the School Resource Officer will try to recover the lost or missing items. A student's device may be searched by a school administrator if the school official has reason to believe the search will provide evidence that the student is or has violated the law, school board policy, the student code of conduct, or a school rule. Searches will be carried out in a manner consistent with school board policy

SCHOOL SERVICES

CAFETERIA

Our school provides a daily nutritious breakfast and a well-balanced lunch. Breakfast is free for all students for the 2026-2027 school year and is served from 7:30-7:50 A.M. Students will receive breakfast each day. K-5 will have a grab and go breakfast and eat in their classrooms. Please do not drop students off near the Annex as all students will be in the main building in the morning to grab breakfast.

Students may eat meals served from the school cafeteria or bring their lunch from home. They are not permitted to leave campus for lunch and are expected to eat only in the designated areas. Meals served from our cafeteria are free for the 2026-2027 school year for students. Students will be charged if they order one meal and then insist

on a different meal in compliance with food guidelines and policy. Once a meal is served to a student, the meal cannot be replaced without a cost.

Parents are asked not to attend lunch the first week of school so that teachers can establish routines. Parents are also asked not to attend the week of End-of-Grade testing.

Students are expected to exercise good stewardship and care for our school building and practice good citizenship. Students are expected to place all trash in the proper receptacle when lunch is over. Additionally, students are expected to leave a clean table as other students will eat after them. All students will remain in the cafeteria area during lunch. Students should employ courtesy in lunch lines.

LUNCHROOM EXPECTATIONS

1. Purchase extra items as you go through the line.
2. Use good manners.
3. Leave the tables, seats, and floor area neat and clean.
4. Hold trays up to the food when serving yourself.
5. Running in the cafeteria is prohibited
6. Breaking the line is considered an offense against your fellow students
7. PreK is not allowed to order extras due to PreK regulations and law.

LUNCH NUMBER

A lunch number will be issued when your child is enrolled at Icard Elementary School. This number will remain the same throughout your child's elementary career. Extras will be available and offered daily for students as an added purchase and may not be charged. Students need to bring money or have money in his/her account to purchase extras. All checks should be payable to **Icard Elementary Cafeteria. If a parent visitor would like to purchase lunch, the cost is** Adult meals, including teachers and staff, are \$3 per entree and \$0.75 per side this year. **A non-school-aged child's lunch fee is \$2.60. You may also pay online through MySchoolBucks available on the BCPS website.**

LUNCH DEBT

*Students are not required to pay for breakfast or lunch meals for the 2026-2027 school year. *NO supplemental items such as extra milk, cookies, ice cream, or potato chips, may be charged at any time.

DRINKS IN THE CLASSROOM

*Students may bring water and water bottles to school. Students may only drink water in the classrooms and they may not add powders to these drinks. Water must be clear and flavorless.

FINANCES

STUDENT DEBT POLICY

Notices of outstanding balances for all students will be sent home weekly as needed by school personnel. It is the parent's responsibility to pay for the debt. Debts could include but are not limited to book and technology fees/damage fees.

When the student's school charges reach \$10.00, households will receive automated calls weekly until the debt is paid in full.

- The Data Manager will contact households when the student has accumulated \$25.00 in charges.
- The School Counselor will contact the household when the student has accumulated \$35.00 in charges to offer assistance.
- The Principal/Assistant Principal will contact the household once the student accumulates \$50.00 charges.

The following resources/links are available to assist families in keeping up to date with cafeteria information, payment options, and account information:

1. **Pay in Person.** Stop by any school location between 7:30 AM and 2:00 PM Monday through Friday to make a payment. You may pay with cash or a check. You may also send cash or a check to school with your child. Checks should be made payable to the school.
2. **Pay Online** through the online MySchoolBucks payment system. Parents can place money on the student's account and see charges on the student's account.

STUDENT MONEY

Money can easily be lost during an active day at school. Money for extras at lunch, the Colt Cart, school pictures, books, and yearbooks should be kept in a safe place. Please place all money in a sealed envelope labeled with both your child's name and his teacher's name. Children are not allowed to buy, swap, or sell personal items at school and are not encouraged to purchase lunch for their friends.